

### Arizona State Library, Archives and Public Records

#### **ANNUAL REPORT 2003**

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# ARIZONA STATE LEGISLATURE <u>MEETING NOTICE</u>

# OPEN TO THE PUBLIC BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS

DATE: August 13, 2003
TIME: 10:00 A.M.
PLACE: Carnegie Center

1101 W. Washington Phoenix, Arizona 85007

Call To Order

Introductions

Adoption Of Minutes - August 28, 2001

**Director's Remarks/Report** 

**Report of Accomplishments** 

**Performance Measures** 

**Economic Development/Local Engines of Economic Development** 

Carnegie Center/Life Options Projects

Law and Research Library

**Digital Government** 

**Discussion Item** 

Budget Status

#### **Action Item**

Strategic Issues

Closing

**Adjournment** 

Order to be Set by Chairman

#### **MEMBERS:**

Ken Bennett, President of the Senate, Chair Jake Flake, Speaker of the House

Harry Mitchell, Senator Meg Burton-Cahill, Representative

President Ken Bennett, Chair

Title II of the Americans with Disabilities Act prohibits the Arizona State House from discriminating on the basis of disability in the provision of its services and public meetings. Individuals with disabilities may request reasonable accommodations, such as interpreters or alternative formats, by contacting the Senate Secretary's Office at (602) 542-4231 as soon as possible. Please be specific about the agenda item in which you are interested and for which you are requesting an accommodation. The Senate may not be able to provide certain accommodations prior to the meeting unless they are requested a reasonable time in advance of the meeting. This agenda will be made available in an alternative format on request.

# BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS MINUTES OF AUGUST 28, 2001 MEETING

The Board of Library, Archives and Public Records met at 10:00 a.m. on August 28, 2001 at the Arizona State Senate in the First Floor Caucus Room, 1700 West Washington, Phoenix, Arizona 85007.

Members Randall Gnant, President of the Senate, Chair

Arizona State Senate

James Weiers, Speaker of the House

Arizona State House of Representatives

Kathi Foster, Representative

Arizona House of Representatives

Ruth Solomon, Senator Arizona State Senate

ASLAPR Staff GladysAnn Wells, Director

Arizona State Library, Archives and Public Records

Lisa Beyer, Curator

Museum Division

Tony Bucci, Deputy Director

State Law Library

Michael Carman, Division Director

Museum Division

Sandra Everett, Deputy Division Director

Braille and Talking Book Library

Janet Fisher, Division Director

Law and Research Library Division

David Hoober, Director

Boards, Commissions and Development

Hal Holady, Deputy Director

**Records Management Division** 

Kim Huber, LSTA Consultant

Library Development Division

Melissa Moore, Deputy Division Director

Museum Division

Leslie Norton, Executive Assistant

Director's Office

Linda Montgomery, Division Director

Braille and Talking Book Library

Melanie Sturgeon Division Director

History and Archives Division

Carol Westwood, Director of Operations

Director's Office

**Legislative Staff** 

Michael Bradley, Director of Policy

Arizona House of Representatives

Michael Braun, Executive Director Arizona Legislative Council

Glenn Davis, General Counsel, Democratic Caucus

Arizona State Senate

Jill Young, Fiscal Analyst

Joint Legislative Budget Committee

Guests

Agnes Griffen, Director

Tucson-Pima Public Library

Stacy Marshall

Governor's Office

Sharyn Pennington

**Arizona Library Association** 

Bruce Ringwald

Arizona Department of Administration

Ken Rozen, Legislative Liaison

Arizona State Land Department

Russell Savage

Secretary of State's Office

Susan M. Shearn

Arizona Department of Administration

Dan Shilling, Executive Director Arizona Humanities Council

#### CALL TO ORDER

The Chair, President Gnant, called the meeting to order at 10:08 a.m.

#### INTRODUCTIONS

The Chair, President Gnant: Seeing that this is the first time for many of us in this row, and there are some new faces. GladysAnn (Wells) why don't you all do us a favor and introduce everybody to everybody else.

Mr. President and members of the Board: (Wells) I think that the members of our staff will introduce themselves in their remarks, but I am very pleased to say that today we have with us Sharyn Pennington, representing the Arizona Library Association; Dan Shilling, from the Arizona Humanities Council; Ken Rosen from the Arizona State Land Department who has worked with us on several of these issues; Bruce Ringwald and Susan Shearn from Department of Administration who are working with us on the new building; and Russ Savage, from the Secretary of State's Office.

#### **ADOPTION OF MINUTES**

The Chair, President Gnant: The first item of business is the adoption of minutes from the October 5, 2000 meeting. I guess you have had a chance to peruse those minutes. If there are no objections, the minutes will stand approved as read.

#### SUMMARY OF ACTIVITIES/DIRECTOR'S REPORT

The Chair, President Gnant: I will now turn the meeting over to GladysAnn (Wells) from here on out to see us through.

#### **Meeting Packet**

Mr. President, members of the Board: (Wells) you have before you, something that I am very happy about (holding up a big notebook). Although we report annually to all of you, we decided to put together an accumulation of the four years of the revitalization of the agency, so that you would have in one place all the information from budgetary to strategic planning, reports of accomplishments, grants updates, etc. So, that is what this huge notebook is – it is a complete record of everything including the Sunset Report right on straight through (1997-2000).

This (holding up a spiral notebook), I'm happy to announce, is the RPF (Request for Proposals) for the architects for the new building which went out. We will be speaking more about this later.

This (holding up the agency's brochure) summarizes our work and most importantly, up front, has inserts an updated list of our names, addresses, phone, emails for all of us, included a map so that you can find all of our buildings, and our vision, mission, and our "we will be successful when" statement. We have just had these inserts redone to reflect changes that will be mentioned today. It is a good thumbnail sketch of who we are and what we do.

#### **Report Of Accomplishments And Grants Update**

Since you have the *Report of Accomplishments* in your packet, and the *Grants Update*, I will not take a great deal of time, except I am very proud to say that we have been recognized by the Arizona Humanities Council as the Special Friend to the Humanities Council this year and we will be receiving an award about that.

We have also just received notification that *Arizona's Capitol: A Century of Change* has been ranked in the top three of educational sites by the National Association by Interpretation. We won't know where we are in that top three, but we do know that we are in the top three. *Arizona's Capitol: A Century of Change*, our website about the Capitol Centennial, was worked on by a group of staff from the various divisions – I'm very pleased about that.

We are planning a special exhibit in honor of the Pearl Harbor anniversary. We did do a temporary exhibit and pulled some things out of storage in response to Representative Gray who asked why we didn't have more up. It is hard with half of the building undergoing renovation to make sure that we have everything that everyone would like to see out at all times.

We had 16,850 school children through the Capitol this last fiscal year. We do tours and work with the Legislators from those districts so that they can meet and greet the kids. I remain very concerned that we turned away at least that many because of the building not being open for full service and because right now some of our artifacts are stored in renovated space – which is something that we will be talking to you about. We are solving this problem slowly, and the new building will of course solve it. We are here with solutions, but they are not quite online yet.

I worked very closely, as many of you know, with Representative Hatch-Miller with the UCITA effort. I have been invited to give a presentation on fair use and for sale for the Bar Association this fall.

We have a lot of new exhibits on line. Thanks to the Arizona State Land Department, we have some wonderful new maps for public service. We have done some wonderful TV presentations about our special collections and the archives which is always nice because it helps people understand who we are. We have preserved 25 more newspaper titles.

The U.S. Paper Project, Arizona version, is alive and well. Many of you remember when we started four years ago, we thought we were going to have to give the money back because it was in such a mess – now it is one of the best in the country.

Secretary Bayless was our keynote at the Arizona Convocation. We were very happy about that. Senator Hamilton came as well.

We have been featured for our economic development work, both at the Tribal Economic Summit, and the Association of Counties where I followed you (Gnant) on the podium – even though you didn't stay for the presentation I noticed.

The NHPRC (National Historical Publications and Records Commission) has asked us to please support the First Archivists Project, which is a project for the Native American Archivists for the West and we will be the fiscal agent for that.

Our grants now total over \$11 million. We have two grants pending. For a state agency of our size, that is a pretty impressive record over the last four years. Most of that money went to your districts and the districts of everybody else who works in the Legislature, rather than to us. It is hard to get money for state operations, but we were able to get project money.

We think that have received more National Leadership grants, which is sort of the cream of the crop for the federal library program, than any other state – certainly we have participated in more than any other state. That was one of our goals.

That is an overview of the year since we last met. I would like to go on to our presentation.

#### Statewide Library Development Commission/LSTA

#### Statewide Library Development Commission

Mr. President; members of the Board: Hello, I am Agnes M. Griffen, Chairperson of the Statewide Library Development Commission, a group of about 30 citizen library advocates and library & museum people, appointed by the State Librarian to serve from March 2000 through December 2001.

The Commission is charged with taking a visionary look at the future of library services and with developing a comprehensive set of policy recommendations to improve library services for the people of Arizona in the 21<sup>st</sup> century. The statewide development plan for libraries will present a vision for library services and a plan for ensuring the greatest access to information and cultural resources for all Arizonans. The development plan will include policy recommendations, implementation guidelines and action steps, as well as evaluation methods. This plan would address the next five-year LSTA plan (2002-07) and document programmatic and funding needs for libraries to be included in the State Library biennial budget for 2004-05. I also hope it will provide some basis for people at the local level to get better funding.

Included among the 30 members are five library users and Friends of the Library members, a museum director, directors of both city and county public libraries and directors of large academic and community college libraries, as well as health sciences, law, and other special librarians. Also represented are tribal, church, and museum librarians. Staff support has been provided by the State Library and Libraries for the Future – a national organization who has an office in Phoenix. You'll be hearing more about them in the future – they have been wonderful in helping us out with additional thinking assistance, which is always difficult when you are doing a plan.

After an initial round table at the Arizona Convocation in March 2000, the Commission has met four times, and expects to meet once or twice more before concluding its business at the end of this year.

When Governor Hull initiated the Arizona Partnership for the New Economy (APNE) process in May 2000, we were just getting started with the Commission's work. We decided to take a little sideline because we felt that what the APNE Commission was doing was an important part of what we needed to accomplish in pointing out the relationship between libraries and economic development. We got some of our members to participate in the deliberations of the five "Hot Teams," that met throughout that year. We learned, to our advantage, that showing up is the most important thing in serving on tasks forces, because a lot of people get appointed so that they can put it on their resumes, and don't show up. By having people, who weren't appointed, but did show up and participated and talked, we were able to make a difference.

Our intent was to ensure that libraries would be seen as logical stakeholders and active players in the development of the new economy, with specific educational roles and economic development functions to support the emerging knowledge society — that is the business that we are in. People often take us for granted and don't understand that. Early in 2001, the Commission prepared a White Paper on "The Role of Arizona Libraries in the APNE Process," (in the packet) presenting the library response to the basic principles of the New Economy as well as to the thematic topics of E-Learning & New Talent; Knowledge Leaders, Entrepreneurs & Capital; New Commerce & Creative Communities; Building Connections to Opportunity; and the E-Government Edge.

By December 2001, a draft Statewide Library Development Plan will be completed. This plan should serve as a roadmap for future policy and funding discussions for the State Library, reflecting the visions and values of library services and systems throughout the state. We also hope that this plan can be used to build broad public support from leaders and policy makers as well as the media, and that it will strengthen the identity, cohesion and voice of the library community. It may also serve as a tool that libraries can use in their own communities to highlight the value of library services in order to build support for improved funding at all levels. Because, let me tell you, library services in this state are funding very, very poorly at the local level, as well as at the state level. We appreciate any funding we can get, but we have a long ways to go. In case you didn't know, we are number 50 in books per capita and that includes Washington, D.C. At the state level, we hope that the plan will inform both the 2004-05 State Library budget submittal as well as the new five-year plan required for federal funding through the Institute for Museum and Library Services.

I want to thank a lot of the staff who helped with the plan. GladysAnn (Wells) was behind us all the way and attended all of the meetings. Leslie Norton helped us a lot. Jane Kolbe was there as a strong right hand – if the not the left hand. The one person who has been very helpful to us is Rhian Evans, from the Libraries for the Future.

#### Library Services and Technology Act (LSTA)

Mr. President; members of the Board: I am Dr. Jane Kolbe, Division Director of the Library Development Division. I am filling in a little more about the LSTA part of what Agnes (Griffen) mentioned, which is the Library Services and Technology Act which promotes access to learning and information resources of all types of libraries for individuals of all ages. Through this federal legislation, IMLS provides funds to State Library Agencies using a state population-based formula. For Arizona this has meant about \$2.5 million. State Libraries may use the appropriation to support statewide initiatives and services; they may also distribute the funds through competitive sub-grant competitions.

LSTA has two broad priorities for this funding. The first is for activities using technology for information sharing between libraries and between libraries and other community services. The second is for programs that make library resources more accessible to urban, rural, or low-income residents, and others who have difficulty using library services or in reading print material. Arizona has taken advantage of all parts of the program.

#### A couple of grant examples would be:

- The Phoenix Art Museum is now linked to the Phoenix Public Library, so that the Art Museum's 25,000 book collection, which is a very wonderful and unique fine arts collection, is now accessible through the Phoenix Public Library and really to anyone that has access to the Internet.
- The collaboration between the State Library and the Arizona Humanities Council on a one-of-a-kind workshop that was about partnering and partnerships and marketing these collaborations. This one-day program offered discussion and examples that highlighted the potential for collaboration between libraries and museums. As a result of this workshop, there were seven institutions that did get planning grants as a result of their coming together and learning about collaboration.

Each state has developed a five-year plan outlining its state programs. Arizona's plan, 1998-2002, is in the process of its required evaluation. We are one of several states that started evaluation early in order to be able to provide data to the federal agency - IMLS, and library leaders and member of Congress about the value of this investment.

#### The Arizona Plan had four main priorities:

- Support the improvement and enhancement of services by providing and effectively using technology to make available and deliver information.
- Establish partnerships and collaborations with cultural institutions and agencies serving the public.
- Target library and information services to persons that have difficulty using a library or traditional print materials.
- Develop and provide a program of training and retraining of person in libraries, cultural and archival institutions using both new and traditional delivery methods.

Dr. Joan Lippincott, Assistant Director of the Coalition of Networked Information, is a person that we engaged to provide the required evaluation. We agreed the assessment she is doing will cover:

- An in-depth study of technology and collaboration efforts, because we felt that this is the most important part of this program
- An evaluation of LSTA as a leverage to other funds
- An evaluation of the agency's 5-year plan to see how the accomplishments have met the established goals, and
- An evaluation of the agency's performance as the LSTA administering agency.

The preliminary findings that she has provided to us show that Arizona will receive very high marks for how these LSTA funds have impacted communities. Many new partnerships have been developed as a result of the program. There is a recognition and expansion of the value of resource sharing. Training and continuing education programs have had improved and expanded. Computer availability has been greatly enhanced. Almost every public library in Arizona has at least one computer and is connected to the Internet and the statewide databases that are offered as a result of LSTA funding.

We look forward to the completed evaluation this fall. It will be used, along with the work of the Statewide Commission that has been previously reported, to inform ongoing development of libraries in Arizona, including the next 5-year plan.

<u>Foster question:</u> You have indicated that almost every public library in Arizona has at least one computer. Can you tell me which libraries don't?

<u>Griffen response</u>: There are a few that are part of systems, but very informally part of county library systems. So they are not linked completely. There are some, for example in Coconino County, the Flagstaff area, that are not connected. But, almost every other one is. There are still one or two very private little libraries that don't quite function fully as libraries.

<u>Kolbe response:</u> There are places like Tuba City, for example, where Internet access isn't exactly what they expect it to be in the future. It's partly the rural situation – a telecommunication issue. Its not that the library is unwilling or that computers are not available. It's a matter of that last inch. That last inch is as critical as the first mile.

<u>Wells response:</u> For the most part, thanks to a lot of work and the LSTA money and the State-Grants-In-Aid, almost every public library that is not so geographically isolated that we couldn't get through via a satellite dish or some other way, has the option. There are a few private libraries that are run by volunteers that just haven't wanted to do it yet – but we are working with them. We say "almost" because we are afraid that there might be one somewhere that that is a private library that we don't know very much about.

#### **Economic Development Support**

Mr. President, members of the Board: (Wells pointing to a chart in the meeting packet) The blue squares represent all of the public libraries. The green triangles are where the Economic Development Information Centers are located. The red dots are where the Computer Labs are. What we found out, Agnes' (Griffen) team who did the APNE work, is that the public libraries in Arizona are really the only telecommunications grid for the average citizen or the small businessman who wants to do marketing research. We actually provide, through our federal money, online databases. So it doesn't matter if you are in Bowie, Fredonia, Oatman, Winslow or Phoenix, you have some core Internet information available to you at your doorstep - at your public library. We are just working to upgrade that all of the time. We actually serve as Internet service providers for rural areas that can't get service any other way, a business we would dearly love to We are working very closely with the technology assessments that are being done under the New Economy work, to try to make sure that libraries are completely used in that grid. Hopefully as that model gets better and better defined, we can get out of ISPN (Internet Service Provider Network) business. For right now, we are the only link that some of those rural areas have to the Internet, and we feel it is too important not to continue it.

Thanks to your (Gnant's) invitation, and Jill's (Young's) help from JLBC, we do have the information in the packet that shows the Economic Development Information Centers (EDIC). We have just put up a new database that is very specialized and very expensive. We are doing it as a pilot that delivers international level kind of marketing, business planning, all that kind of foundation for economic development work that we haven't had available in Arizona before. It does allow that anybody, anywhere near one of the EDICs, has available to them all of the information available for building a business, designing a business plan, getting financing, marketing their products, and even getting a patent – because lots of time people do not know where to go to get that information.

<u>Weiers comment</u>: It's called the SBA (Small Business Association).

Wells response: We work with the Small Business Association a lot and work with the Business Development Administration, the local units - the Chambers of Commerce and the Community Colleges. We try and make sure that there is a librarian trained in everything that is available in each location of the EDIC. The average citizen doesn't know where to start, but if they get to their public library, they will. We do think that the public libraries are a one-stop connection with a world of information, and also with life long learning. Sometimes it is the only institution in the community that is open to everybody.

#### **Capital Campaign – Status**

Mr. President; members of the Board: Good morning. I am Michael Carman from the Museum Division.

Our first phase of fund raising for continuation of construction work on the Capitol Museum has produced about \$115,000 for continuation of construction work on the Capitol Museum. Of that \$11,340 has been in cash. Most or this money has come in response to your letters to people immediately associated with the Capitol and our rotunda donation box.

The most exciting development that has come from your letter asking for private support has been an offer from Salt River Project to donate approximately \$76,300 to the building fund to work on the rotunda. They have offered us money to do a restoration of a painting of Roosevelt Dam, because of obvious reason - connection to them. They have also offered to fund an exhibit on Judge Joseph Kibbey who was very active in the very early phases of SRP and as a judge and an attorney, who went on to become Territorial Governor. They want to focus on him as an outstanding example of the many people who were active in water development and in politics in both the territorial and statehood periods. It is a very exciting development, and we are very grateful to SRP.

Another similar offer has recently arrived from our friends at the Arizona Department of Game and Fish. We had an exhibit on this very popular department on the first floor a few years ago and they would like to do it again. Game and Fish has offered \$30,000 to do two rooms on the second floor, to complete the renovation work in those two rooms. We are very excited and are looking forward to that.

We are waiting for decisions on two of the three grants for construction work submitted earlier this year. One funding agency, the Pulliam Foundation declined the opportunity to support our efforts. The remaining two grant applications are for the National Endowment for the Humanities and the National Park Service. We expect to hear from them later this summer.

<u>Solomon question</u>: Did we understand you to say that this \$30,000 is from Game and Fish Department's budget?

<u>Carman response</u>: No, this money is from a federal grant that they are getting for education. They are using \$30,000 of that grant to the educational element in our exhibit.

#### Sunset Review Final Recommendation – Arizona Historical Advisory Commission

Mr. President; members of the Board: (Wells) The next topic is a report back to you on the Sunset Review Final Recommendation regarding the Arizona Historical Advisory Commission. Many, many thanks due to Legislative Council, especially to Ken Behringer, who has stuck with this issue through thick and thin, has well as the State Land Department, Ken Rozen, and The Arizona State Museum, Dr. Gummerman.

The good news is that we believe that the answer to the Sunset Review question as to whether or not we are the best place for this board is yes we are, for the simple reason that we don't have any oars in any of those waters. We don't have jurisdiction. So, we feel that we are able to judge and provide a forum that is fair for everybody. We think that we are the best placement for it, we think that is useful to have something like this, all the people who deal with artifactual history and recorded history can meet and talk things out. We are very happy to report that there is a significant amount of progress in looking at the Antiquities statute vis-à-vis, the historic preservation statute. We have a meeting this afternoon, and have an extensive review of the statute from the Arizona State Museum on our agenda, and an equally extensive, equally passionate counterpoint from the Arizona State Land Department. So we will be talking about that today, and I hope to bring something to you of that conversation. I still remain concerned that there isn't a way for the Arizona Historical Advisory Commission to be any more than a forum. There isn't any way to build that consensus, there is no way to be sure that with equals among equals in opposition that there is a way to decide whose proposal goes forward.

We're still working on it, but if you all decide that this commission is the kind of thing that we should have in Arizona, I do think that it is in the right place and it has certainly come a long way from basically bon-bon conversation to now where they are grappling with these two statutes. So, with your permission, we will continue and report back.

#### Braille and Talking Book Library Newsline®

Mr. President; members of the Board: I am Linda Montgomery, Division Director of the Braille and Talking Book Library.

The library provides statewide service to individuals who are blind, visually impaired or physically disabled. The library hadn't been painted or had the carpet replaced since it was built in 1982. Now almost 20 years later, we have new carpet, paint and modular furniture on the first floor. The project included painting the exterior, new doors to meet current fire codes, rewiring and other small improvements. Seventeen refurbished workstations were bought at a considerable savings. The entire project, at just over \$70,000, was paid for by combining Library Services and Construction Act (LSCA) federal funds and Talking Book Library donations. In 1999 another LSCA grant was matched with donated funds for the compact mobile shelving project at a cost of \$198,000.

I'd also like to update you on the progress of Arizona Newsline® that began service in March 2000. The State Legislature, City of Phoenix and DES Rehabilitation Services Administration continue to fund this project that currently provides access to newspapers over the phone for only Phoenix, Prescott and Tucson area individuals. The good news from the National Federation of the Blind, the organization that developed this service, is they plan to provide a nationwide 800 number by March 2002. We'll still be required to pay an annual maintenance fee, and the cost of all calls from Arizona, but Newsline® will be available statewide and will provide access to over 40 newspapers from across the nation. Thank you for your help in securing funding from the Legislature to continue providing Newsline®. It means equal access to the news for those who are blind or visually impaired.

<u>Foster question:</u> So, once this gets up in March 2002, and it is statewide, will people be able to use the service from their home, or will they have to come to your library?

Weiers comment: It's over the phone line.

<u>Montgomery response</u>: It will be accessed by the home phone. A person will be able to dial in to over 40 newspapers at that time. We currently provide four.

<u>Weiers question</u>: How do they know what they want to hear read? Can I call in and tell you that I want you to read me the <u>Phoenix Gazette</u> from first to every section?

<u>Montgomery response:</u> What happens is they are able to press certain buttons to select which newspaper they would like. Currently we have the <u>Wall Street Journal</u>, the Los Angeles Times, U.S. News, and the <u>Arizona Republic</u>. We hope to expand to additional local newspapers as soon as it is possible for them to do that for us. By pressing certain buttons, they select which newspaper they would like. Then by pressing certain numbers, they select which section of the newspaper they would like. If they don't like the first article, they can press a number to move on to another article.

Weiers question: So the entire section literally is available?

<u>Montgomery response:</u> yes it is. They hope to add voice activation in the future, which will make it easier for more people to use this service who have difficulty with pressing buttons.

<u>Weiers question:</u> So the people literally would be making choices I guess off the headers, the titles of the articles?

<u>Montgomery response:</u> Yes, and be able to speak their selection – for example by saying Wall Street Journal.

Weiers comment: Interesting.

Wells comment: It allows them to profile what they want to know.

<u>Weiers comment:</u> You got one recording obviously that is computerized or digitized and they are just accessing that chip, so you don't have 15 people reading all of the time.

Montgomery response: Exactly.

Foster question: Doesn't somebody have to read it to begin with?

Solomon response: No, you scan it.

<u>Wells comment</u>: I think we are very pleased with this whole program. It's actually received some special funding from our federal Institute of Museum and Library Services so that all of the other states that have not been able to bring up the service will at least have the core service. It is a way for them to even get job information pretty easily.

Mr. President, members of the Board: (Wells) This concludes the summary of activities. I am happy to note that we have done very well statistically with public libraries in the last year. You all know that our population base, well with that population base, we loaned 29 million items, and had 20,283,531 visits to public libraries in Arizona last year. So it is an active constituent group, and we are looking forward to continuing to work with them.

#### FOLLOW UP ON 45<sup>TH</sup> FIRST REGULAR LEGISLATION SESSION

#### **Budget – Status of Projects**

#### General Budget

Mr. President; members of the Board: I am Carol Westwood, Director of Operations for the agency.

For the second year, the agency has experienced a lower turnover rate that is lower than the state's annualized turnover rate of 17.6%. During FY 01, the agency's turnover rate was 12.4%, down from the previous year of 13%. This reduction in turnover is the result of the increase in salaries to be more commensurate with the requirements of the job and also to more adequately compensate staff skills and abilities. Consequently, we are able to retain more trained staff. We are also able to recruit more qualified applicants for vacant positions because salaries are more competitive than those we could previously offer.

Although all of the agency's positions are exempt from the State Personnel Merit System Rules, not all staff has elected to accept uncovered positions. Currently 68% of the agency's staff is uncovered. We are surprised and pleased by the number of staff who have voluntarily elected to accept uncovered positions and relinquish their covered status.

We have re-aligned the agency's resources to provide better customer service and are in the process of recruiting for some key vacancies, including a technology position, 2 deputy directors for the State Law Library and Museum, and a Library Consultant. We are anticipating recruiting for an archivist position to work at the off-site records' facility along with the recently hired warehouse technician.

We have replaced several pieces of equipment that were becoming expensive to maintain and operate as well as purchased new equipment that enables us to better serve our customers. The additional funding budgeted for the State Grants-in-Aid program enabled us to provide support to some libraries that would not have otherwise been available. As part of our ongoing effort to provide excellent service, we are looking for ways to improve our efficiency and effectiveness with the resources available.

Thank you for your generous support which has been extremely important in allowing the agency to achieve these successes.

<u>Wells comment:</u> Thank you very much. That is a very big difference. When you have core competencies as complicated as ours, it helps to not be re-training every ten seconds.

#### Temporary Off-Site Storage (TOSS)

Mr. President; members of the Board: I am Dr. Melanie Sturgeon, Division Director of the History and Archives Division.

As a result of SB1004, now known as the Records Services Fund, the Archives, Research Library, and Museum have secured a temporary, off-site storage facility where our fragile documents, publications and artifacts are stored. This clean, airconditioned building enables us to maintain a more environmentally friendly atmosphere for these historical materials. For archives, this means that more than 9,000 linear feet of the state's unpublished, historical government records are no longer stored in a facility where the humidity fluctuates wildly in the summertime. In fact, we were able to persuade former Governor Sam Goddard to transfer his official papers to us because of the stable temperatures in the new off-site storage area. As a result, my staff is now processing these important government records.

In addition to better environmental controls, the nearly 8,000 sq. ft. of storage space allocated for archival materials will allow us to take in several thousand boxes of additional records that are scattered in a number of government agencies throughout the state.

Weiers question: Where is this location at?

Wells response: 3440 W. Louis.

For the library, this means that less frequently used, fragile materials will be shelved in a constant temperature and will free up much-needed space for new state and federal documents. For the museum, the removal of artifacts previously held in restored rooms in the state capitol, has opened new space for exhibits. We are excited about the opportunities for preservation and expansion that this building provides for each of our Divisions.

<u>Gnant question:</u> Does this mean you don't have all of that stuff stacked up on the 3<sup>rd</sup> and 4<sup>th</sup> floor anymore?

<u>Wells response</u>: Mr. President, no, we still have the stacks. We have made a dent – we're working our way towards that – slowly by surely. We are excited about the opportunities for preservation and expansion that this building provides for each of our Divisions, and the improved environment encourages a much needed transition storage space for our materials until we can move them into the state-of-the art new Polly Rosenbaum Building.

<u>Solomon question</u>: My concern has also been with the Historical Society, which has been known as the "Hysterical Society" from time to time, with regards to some of their artifacts and sensitive documents and pictures. Is there any ongoing discussion with the Board of the Director of the Historical Society?

Wells response: Mr. President, Senator Solomon, I really have not had too much of an opportunity to talk with Anne Woosley (Director of the Historical Society) – I have met with her twice. She has indicated that she is interested, much more interested than perhaps previous directors of the Historical Society, in partnership. Quite frankly, our own artifactual and other storage needs are so profound, and the fact that we have to, by law, take materials from all other local government units and all other kinds of government units, that I had not considered the needs of the Historical Society. I realize that they do have a severe problem. In fact, in some of their museums – not so much the Tucson or Phoenix (Tempe) museums – are in serious trouble with leaky roofs, and everything else. They do have some very precious and very unique stuff.

<u>Solomon comment</u>: They do indeed. They did have a problem in Tucson, but that has been resolved thanks to some funding. It was critical, but there are other areas, other issues.

Wells response: Mr. President, Senator Solomon, we actually do have a little bit of a dividing line in our types of collections. We tend to concentrate on governmental histories, territorial and state history, and people who have been in public office. The Historical Society concentrates on the more private history – farming families, industrial, etc. So it is a public/private partnership, our collections really don't duplicate each other, they compliment each other. I'm hoping that we can work more closely together, because I have been disturbed by the inability to do so.

Solomon comment: Thank you.

#### Polly Rosenbaum Archives Building - Status

#### **Archives Building Update**

Mr. President, members of the Board: My name is David Hoober, Director for Boards, Commissions and Development.

There is no better way to begin this report than to thank you and your colleagues for authorizing construction of the Polly Rosenbaum Archives Building. Thank you also to the Friends of Arizona Archives for drawing attention to the plight of our materials. We have joined them to co-sponsor a series of educational forums about the project.

The building site is on land owned by the state, between 19<sup>th</sup> and 20<sup>th</sup> Avenues and Madison and Jackson Streets. Preliminary plans call for a 120,000 square foot facility. The estimated budget for design, construction, and equipment is \$20,000,000.

There are 5 functional priorities for the building, based in recommendations from our Sunset Review. The building will:

- 1. Protect unique materials now in custody of the State Library, Archives and Public Records.
- 2. Provide capacity to protect those unique materials for which we have statutory responsibility, but do not have in custody
- 3. Provide the first major not-for-profit treatment facility for Arizona government and other unique research materials
- 4. Provide a state-of-the-art laboratory for repair and conservation of those materials
- 5. Enhance research access to unique materials through use of emerging technologies.

An RFP was issued on July 31, and more than fifty representatives from architectural and engineering firms attended the pre-proposal conference two weeks later. Representatives from our agency and ADOA and an outside architect will evaluate proposals beginning August 31. They will interview three to five finalists on October 1 and probably make a decision that day. Contract negotiations may take a month.

ADOA hopes to have preliminary schematic drawings by February 2002 for review by the JCCR and the participating lending institution. It will then issue Certificates of Participation in March. The estimated duration of the project is 26 months. The architecture/engineering firm will provide oversight throughout the construction.

The Polly Rosenbaum Archives Building will be a state-of the-art facility for the preservation and appreciation of Arizona's past. Thank you for honoring her in this way.

<u>Foster comment:</u> I'm so happy that I'm still here to see this happen – I hung out long enough to see this happen.

Mr. President, members of the Board: (Wells) Our goal is to use all technological possibilities to provide access to materials wherever they are. As you know, we have a variety of buildings. Whether someone has walked into the Law Library or into the Hall of Fame Museum, or is working in the New Archives Building, we want to make sure that wherever our collections are they are available. It is kind of modeled after the Electronic Reference Station that we have in the House and Senate Research areas, where we can provide all of the material in any library in the world on demand. We do that with our own collections. We are carefully putting our pennies together and earmarking funds, whenever possible, to try and work on that technological solution.

We have invited the Friends of the Arizona Archives to be very much a part of the development of the public room of the new facility, but I do have a serious concern that we also represent the needs of many other constituent groups — like the school children who need to visit the classroom of our State Capitol. Therefore, we need to get those artifacts out of their way so that we can use them properly and not just store them. So, we balance all of the needs of our collections and buildings, and try and make sure that each one of our facilities does the most it can from its position.

As you can see from where the new site is located (draws attention to a building directory of the Capitol Mall area and points to selected site for the new archives facility), it is not a public service building per se, it is really a storage treatment facility. It doesn't lend itself well to extensive public service, but we do know that we need to have a room in that building where people can go so that we are not shipping materials back and forth and out of climate control. So working with that, Melanie Sturgeon's staff have taken the assignment to decide what kind of technology we need, what collections need to be digitized, and what collections need to be replicated, so that we have access to them.

I'm pretty excited about the new archives building. I think we are going to provide extended service because of the ability to have things protected, cleaned, and indexed, rather than just shoved in a corner.

We brought our working program document for the new building to the Department of Administration (copies provided to the Board). They were rather astounded, and said that it was more information than they had ever had for any building at the start up. We have talked with a lot of people, done a lot of research – we went to every records and storage facility in this country to take the best of the best for our building – so that we use every penny wisely.

#### **Cultural Heritage Economic Development Legislation (HB2206)**

Mr. President, members of the Board: (Wells) As you all know, you passed this legislation and the Governor vetoed it. This legislation was to provide money to help the cultural institutions of Arizona do product development, to package what they have, because we have found that in states like Connecticut and Maine that have programs like this, that it means real money. If people have something to stay in a town and see, they stay overnight, they stay for dinner. It does develop a revenue stream. We are very disappointed about that veto, however with our conversations with all of you and your staff, we realize that the fiscal situation isn't absolutely perfect.

Weiers comment: No it's horrible.

So, because we are a Legislative agency, and because it is in a non-budget year, we did withdraw from the primary advocacy role for that legislation. Representative Carruthers was going to be here today to thank you for your involvement with it, but he couldn't be here at the last minute. We do believe in this legislation – I think you will see it in some format. I wanted you to know that we feel strongly that it could help Arizona's localities. I think there may be a way to do it – it is a proven concept. We remain ready and very eager to work with whomever you decide should do it. I just wanted to let you know why we were not bring that forward for your consideration at this time.

#### **NEW BUSINESS**

#### State Law Library and Government Information Locator System (GILS)

Mr. President; members of the Board: I am Janet Fisher, Division Director of the State Law and Research Library Division.

The State Library, Archives and Public Records addresses the life cycle of state publications of all types and formats. The "born digital" format has created some particular issues for indexing, collection and preservation. Following the passage of SB1087, in the Second Session of the 44<sup>th</sup> Legislature, we began pilot testing a Government Information Locator System (GILS) to index and point to current web publications from state agencies. We have also worked on digitization projects with legislative materials (bill folders and legislative study reports), and researched scenarios for caching and preserving state agency publications. In all of these activities we are drawing expertise from not one but several of our divisions. In efforts to maintain our focus on digital government and our activities related to it we now have designated a Director of Digital Government Information, Richard Pearce-Moses, who was unable to be here with us today.

#### **ALERT – Members/Background Materials**

Mr. President, members of the Board: (Wells) unfortunately one of the things that happens, when you improve your agency, is that some of your people get tapped for national slots. Richard Pearce-Moses is right now serving on the Board of Directors for the Society of American Archivists, and he is at their meeting. So pretend that I am Richard.

Hal (Holady), please hold up some of the display items at the back of the room, to give the Board an idea of why we think this is an issue. Hal please hold up the book. As you know, when you have something written, you can always read it. It may fade, but you can work with it. That is where records started.

Now Hal, hold up some of those other things. I remember floppy discs. We cannot read them now. So, we have to work very, very hard with all of the different branches of government. We have chosen to do it through the Arizona 'Lectronic Records Task Force (ALERT). The Arizona Historical Records Advisory Board established the ALERT to advise the Library on procedures, policies, and regulations to manage electronic records. Members of ALERT come from all branches of government, including the Secretary of State, GITA, the Auditor General, the Arizona Office of the Courts, and members of the Legislature.

Weiers question: What do you mean that you can't read floppys?

<u>Wells response</u>: In many cases, the ones that Hal is holding up, the equipment and software to read that particular version software are no longer available. The same is true with digital format – the computer tapes. If they have been on their side too long, they get scrambled.

So what we are trying to do is work across branches of government. We work with GITA, so that when people set up systems, they set up in a system the capacity to pick up as records series those that are essential for retention, and we treat those somewhat differently throughout the whole life cycle.

The same problem is with state agency web sites. For example, at the federal level, the day after the inauguration, several of my library colleagues went into their offices and found their web site down. In a change of administration, there is a change of focus. All of that material was lost. That is happening day and day out as state agencies put on their website what they use to put in print. So we are working very hard with them, with GITA, with the Secretary of State, and others like Representative Hatch-Miller and Senator Martin who have been very interested in this as well, to try and figure out a way that we can cache that material at least once on a snapshot basis. So we make sure that the state still has the evidentiary material it needs to defend itself, and to explain its accountability to the citizens. It is not anything that anybody has a cookie cutter solution for yet. I think that our approach to have a life cycle approach is one that several other states are looking at seriously, because much is different when material is born digital and never sees paper.

I am happy that we have someone like Richard Pearce-Moses to work with us, because he is credentialed in all three professions. He comes to it with some training as a records manager, an archivist, and he is also a practicing librarian – so it gives us a chance to approach it in different points

It is a major problem for the State, it is also a problem at the federal level. I have just been reappointed to the American Library Association Committee on Legislation, Subcommittee on Government Information, for the third year in a row. That subcommittee will be working with the E-Government bill at the federal level. Senator McCain is a co-sponsor of the bill. There is a lot of activity in this area, because no one has an answer yet.

I just wanted you to know that we are working on it, and we feel pretty optimistic that this group of people is going to be part of the solution.

#### Merging of State Law Library and the Research Library Into One Division

Mr. President; members of the Board: (Fisher). The vacancy of any agency position calls for a re-thinking of the position and its relationship to the agency. We have done just that with the Law Library. The Law Library was originally a part of the Research Division until January, 1998 when we experimented with designating the law library as its own division. This designation was questioned when the division director position became vacant. In efforts to bring more coordination and collaboration between divisions and to merge "like" functions, the Law Library was brought together once again with the Research Library. I am serving as Director of the new Law and Research Library Division, and Tony Bucci has been named the Deputy Director for Legal Information Services. (Wells introduced Tony Bucci).

<u>Wells comment:</u> We are recruiting for a Deputy Director for the General Reference Services.

#### **No Wrong Door – Agency Communication**

Mr. President; members of the Board: (Wells referring to chart). As you know – at least Senator Solomon and Representative Foster know, we have really come a long way in a short period of time. We decided, about a year and a half ago, that we really wanted to focus on our organization and communication structure. We wanted a structured way to continuously update our policies and procedures, which at that point had never been touched – or at least not touched in twenty years. We also wanted to make sure that any staff member, at any point in the organization, could get an answer to a question in the most comfortable way. We wanted to simplify the interaction of our management team, because as you see from the chart, I, as a Director, have many more direct reports than is considered optimum.

What has developed over a course of time and a lot of conversation is what we are calling "No Wrong Door" policy. Our "No Wrong Door" policy is intended to empower and enable our agency and each staff member to participate at a variety of levels and opportunities. No matter where someone starts with a question or a comment, our structure should lead to the answer or the appropriate administrative unit.

We kept our divisions, because for us these six divisions represent core competencies. Museum people work with museum people to develop exhibits. The mechanisms that will enable us to communicate and share tasks both within and between our divisions are as shown on the chart.

All of our management work on the *A-Team*, which is the decision point for policies and procedures, or changes in direction within the agency.

The Division Directors and representatives from the Director's Office come together in an *Executive Group*. We have two Executive Groups so that they swap off. That means that four or five people work together intensively helping to manage the agency for three or four months, and then they get a break and the second group serves. Each member of one group is teamed with a member from the other group to ensure that if something is discussed in one group that their counterpart team members should know, that the information is conveyed. Their working together has helped us institutionalize a way of working across division lines and taking the strength from all of our various professions.

The *Clusters* bring together work that goes across division lines. One cluster is Technology. As you know, technology is ubiquitous. When we decide on one program – everybody regardless of whether they are in the Museum or Archives needs to be on that one program so it can be supported. Another cluster is our Boards and Commissions, because we have so many commissions and boards that we needed to be able to put all those together to make sure that everybody knew what was going on and was represented at the right table to make decisions. Two other clusters are our Outreach and Special Events, and the Administrative. The Clusters ensure that we have a way to make sure that all the folks from all of the divisions and the various aspects of the Director's Officer are represented at the table as decisions are made and discussions are held.

As you can see (pointing to the chart), the employees can come in at any point with a question.

This organizational structure is pretty ambitious. I think that it is working much better now. We actually sent a memo out to all staff and had our first staff meeting to discuss the new organizational structure. Our "thank you" to the Senate for allowing us to use space in the Senate for this meeting. We have decided to have an all staff meeting at least twice a year.

#### **CLOSING**

Mr. President, members of the Board: (Wells) this concludes our presentation to you.

The Chair asked if there were any comments.

Solomon comment: Representative Foster and I are not new to this Board. As you know, we hired you (Wells). It was a good day for us when you accepted, and clearly we have seen the changes over the years. You've heard me say this at other Board meetings, and the staff has heard me say this at Board meetings. But, each time you come before us, there is more, more, more good news. I was particularly delighted to hear how staff turnover has decreased. I know that salaries are important – I don't minimize salaries – we all need to live. But, I also know that good leadership and management is important as well. It doesn't matter what you are paid, if you are unhappy in your work, you don't work well. So, in addition to what we have been able to do with regard to providing some assistance in salaries, it's good management that you and your team provide to the employees that really makes our library the special place that it is now and one that is seen nationally as a source of pride for us and for the country. So, I thank you and I thank all members of your staff. I hope you will share that with the employees.

<u>Gnant comment:</u> And those good words are in lieu of a salary adjustment (all present laugh)!

Wells response: Yes that's right – you have taken very good care of me. I would like to note, Mr. President, that I think that Senator Solomon and Representative Foster know how nervous I get about these meetings and how extensive the preparation is. This is the first meeting that the staff took care of it in its entirety. I have been on the east coast moving my mother to Arizona into a care facility, and so all of the work for this meeting was done by the people around this table (Division Directors), and especially by Leslie (Norton) in the back corner.

Gnant comment: You guys did a good job (Board members all clap)! On behalf of all of you who made presentations, thank you for them. For those of you that didn't – thank you for coming and your interest. I am sure that you understand that Library and Archives isn't the first thing that a legislator thinks of when he is getting ready to start a session, but what is remarkable is that you guys keep plugging away at it, and you don't let us forget. That is important. As a history major, I am doubly appreciative of that. So, once again, thank you for all your efforts, whether you work for the state, whether you work for one of the groups that supports us in what we are doing. Thanks much.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:08 a.m.

Respectfully submitted,

Leslie Norton
Executive Assistant to GladysAnn Wells
Arizona State Library, Archives and Public Records

# DIRECTOR'S REPORT 2003

The first eight months of 2003 have been the most challenging faced by our agency in the six years I have been Director and State Librarian. Budget reductions of over \$2 million were juxtaposed with significant increased demands for services.

Moving the Law Library from the Supreme Court Building back to its original home in the State Capitol allowed us to absorb nearly \$800,000 and three positions of our mandated \$2.14 million state funds reduction. Super human effort from the entire staff lead by Janet Fisher made that cost savings a reality.

We have an excellent track record in fundraising (over \$18 million since 1997), including more successful national leadership grants than any other state library, but it is impossible to raise private or other non-state funds for core services, salaries, acquisition of collections and library materials, computer maintenance and basic building repair and facility modifications for changes in program needs and opportunities. Therefore, the loss of the authorization for the Polly Rosenbaum History and Archives Building; the loss of \$800,000 supporting a separate facility Law Library; the loss of \$298,600 in management salary increases that would have allowed us to approach market levels, the loss of the \$416,000 in equipment technology innovation and essential maintenance contracts; the \$200,000 reduction in the acquisitions budget; and \$422,600 in bottom line reductions and agency assumed employee costs spiraled our program back to 1999 levels of support. Meanwhile, the 80,592,796 people and governmental units we helped in small and big ways continue to need our services.

Despite discouraging times, we cherished some success. We worked with the School in Information Resources and Library Science, the library community and concerned members of the Legislature to convince the University of Arizona administration to continue the school. Nearly a quarter of all credentialed librarians will reach retirement before 2009. There is a national shortage of qualified librarians. We were also proud to lead a 27 state grant effort to build a continuum of library education. There were 31 applications for that national leadership grant category, our Western Council partnership grant was one of four funded.

Although the authorization of the much needed Polly Rosenbaum History and Archives Building was lost with the repeal of the first 2003 budget, we partnered with Department of Administration and Risk Management, at no cost to the state, to prepare the site for the building and to eliminate a serious risk hazard for the state. This represents a construction cost of nearly \$200,000. It is our hope that this effort might offset inflation and keep the cost of the building near the \$20 million dollar level. The planned Archives Building site is now ready and waiting for the economic upturn and the third major effort to fund and construct a facility needed for more than 50 years.

Governor Janet Napolitano appointed me to the School Readiness Board in recognition of the role of libraries in education and in pre-school literacy.

Our four goals determine our efforts and priorities. The <u>Annual Report</u> contains the highlights of our Accomplishments from Board meeting to Board meeting—in this case from August 2001 to July 2003. In summary, for calendar year 2003 to date, the following selects several key highlights.

#### **Prompt, Professional Legislative Support**

Each year more Members welcome Capitol Museum school groups (this year a high of 85% of all school groups touring the State Capitol were met by a Member), tour the Archives, help us narrate a book for our Braille and Talking Book Library readers, or happily enjoy their local newspaper preserved at our Records Center. We were relieved and honored to work closely with both houses' Government Committees on digital government issues and are very pleased with Member interest in ALERT, Arizona 'Lectronic Records Task Force.

#### **Providing Access**

For the first time, the Arizona Book Festival was held at the State Library's Carnegie Center. Fourteen thousand (14,000) people enjoyed the festival, the grounds and the Carnegie Center building.

We were proud to host several national meetings in Arizona since the 2001 Board meeting including the Public Library Association, the Western Council of State Librarians, the Fourth State GILS (Geographic Information Locator System), the National Federal State Cooperative Statistics Conference, the Southwest Society of American Archivists and, in September 2003, we will host the Chief Officers of State Library Agencies. I have served as president of that national association since December 15, 2002. We also celebrated International Museum Day for the second time in May 2003, honoring our many wonderful volunteers and Museum Guild members.

#### **Preserving Arizona**

Through a public private partnership, we were able to return the lovely historic Carnegie Library, renamed the Carnegie Center, to active public use in March of 2003. Technologically linked to the collections at the State Capitol, staff is able to provide legal, archival, research and family history information at the Carnegie. Since state agency buildings are being constructed at that end of Capitol Mall, it was important to provide a service point for them through the Carnegie.

The popular USS Arizona and Pearl Harbor exhibits were returned to public exhibits. Thanks to SRP and Arizona Game and Fish Department, the Capitol restoration was completed with the opening of two exhibits: "Water vs. Rattlesnakes" and "Mountain Lions and Jaguars and Bears, Oh My!"

#### **Promoting Collaboration**

Staff and Advisory Group members transformed the two years of Statewide Library Development Commission work into the new five year plan necessary to receive our federal Library Services and Technology Act funding. Our report was ranked as one of the finest in the country and Arizona's federal program was celebrated as a model at the federal Institute of Museum and Library Services national training workshop.

We partnered with the Arizona Humanities Council to retain the Arizona Center for the Book, a Library of Congress designation.

Sadly, as we were unable to provide a Patent and Trademark Depository Library Program site for the Untied States Department of Commerce, Patent and Trademark office, when Arizona State University withdrew from the Program. Arizona is now the only state without a Patent and Trademark Depository Library (see attached letter). The mandated reductions in our staff (from 129 to 112) made this commitment of service and research time impossible.

Details and additional information may be found in the sections of the <u>Annual Report</u> entitled Accomplishments, Performance Measures and Supporting Documents for the August 13, Library Board meeting.

Respectfully,

GladysAnn Wells State Librarian



#### NO WRONG DOOR

## ORGANIZATIONAL STRUCTURE FOR NETWORKED COMMUNICATIONS AUGUST 2003

In the summer of 2000 agency staff worked with a consultant and in small groups to improve the efficiency of operations and communications within the agency. We began this work primarily because the hierarchical division structure hindered cross-divisional projects and prevented the agency from responding to our service needs and opportunities as a whole.

As a result of that work, we developed an operational structure that seeks to:

- Empower all staff to engage at appropriate levels and take advantage of different opportunities to participate in cross-divisional projects.
- Ensure methods to continuously update policies, procedures, rules, and regulations for all staff
- Provide a structure that includes the appropriate people in discussions and decisions throughout the agency
- Enable staff to ask questions where they are most comfortable, and to be sure that all questions would find the right place(s) for the right answers.

We are striving for a "no wrong door" approach to our agency operations and communications. No matter where someone starts with a question or a comment, we wanted our structure to lead to the answer or the appropriate administrative unit for resolution.

Effective communication is complicated by that fact that the agency has several divisions in scattered facilities doing different things. The challenge – and it is not a small one – is to bridge those obstacles. We are trailblazers in building bridges between professions/divisions to achieve "networked communications," reflecting a modern organizational structure and replacing an older, hierarchical model. This transformation is an on-going process, as the structure must be constantly tweaked to reflect new situations. To work effectively, everyone must be patient and contribute to the process as responsibilities and activities evolve.

The Library and Archives' basic structure/communication plan include four groups. These groups were intentionally designed to overlap so that each area within the agency is aware of activities in other areas. An important part of the plan was to discover new opportunities for collaboration between divisions in areas that might, at first, seem unrelated.

*Divisions*: The basic organizational groups for ASLAPR that are responsible for the day-to-day work of the agency and where professions work together (librarians with librarians, records managers with records managers).

Clusters: Provide a communication, operations, and information structure for work efforts that move among and across Divisions. Current clusters are Technology, Development/ Commissions, Outreach and Special Events, Administration, and Digital Government Information. Each Cluster helps coordinate the information, membership, charge, meeting schedules, and minutes of the committees reporting to that Cluster.

Executive Groups: Made up of Division Directors and Direct Reports (individuals, other than division directors, who report to the Director). The members are paired into groups A and B, and groups alternate meeting every three months. The groups are responsible for monitoring the agency's budget and expenditures, and over the past two years have been revising our policies, rules, and procedures.

A-Team: Includes the Director, all members of the Executive Groups, and one other representative from divisions as appropriate. The monthly A-Team meeting promotes communication and information sharing among divisions. The A-Team serves as a final decision making group. Discussions and decisions may be referred to it by the Executive Group(s), a Cluster, or the Director. Decisions will be finalized by the A-Team and the Director.

Staff may make a request/suggestion/comment to a supervisor, committee, Cluster; to a Division through their own supervisory channels; or to Executive A or B, the A-Team, or the Director. The Director may request assistance from a Cluster, Executive Group, or the A-Team.

Each Division, Cluster, and Executive Group is responsible for creating records to document and preserve its work for future reference. Those records are managed in accordance with retention schedules developed with Records Management staff. The Director's Office is responsible for the records of the A-Team.

#### **CLUSTERS**

Clusters help coordinate their committees' information, membership, charge, and meeting schedules and minutes. Clusters assist with policy development as needed. Each Cluster consists of a Chair, at least one Division Director, and a Direct Report. Both Executive A and B are represented on each Cluster.

Each cluster may have either standing or ad-hoc committees that report to it, and may receive specific assignments from the Director, the A-Team, or one of the Executive Groups. Clusters meet at least quarterly and maintain files for the committees/commissions that work under its jurisdiction, and provide a central e-mail address for the chair of the Cluster to receive requests for information or assistance.

#### Cluster 1 – Technology

Janet Fisher (Chair)
Jane Kolbe
Marty Richelsoph
Richard Pearce-Moses
Tom Martin

Technology staff:
Ginny Hanley
Elaine Campos
Larry Sanchez
Erin Foley

Peggy Zeller (recorder)

#### Committees

- Web committee
- SIRSI (online catalog)
- Exchange committee (email)

#### Core Competencies

- Technology response and update
- Digitization projects/guidelines, revision, testing
- Hardware/software licensing, purchase, and guidelines

#### Cluster 2 – Development and/or Commission Work

David Hoober (Chair)

Melanie Sturgeon

Staff for ASBGHN: Julie Hoff

Michael Carman Jane Kolbe

#### **Commissions**

• ABLE (Arizona Board of Library Examiners)

- AHAC (Arizona Historical Advisory Commission)
- AHRAB (Arizona Historical Records Advisory Board)
- ASBGHN (Arizona State Board on Geographic and Historic Names)
- B-ASLAPR (Board of Arizona State Library, Archives and Public Records)
- CCC (Constitutional Commemoration Committee)
- SLAC (State Library Advisory Council)

#### **Core Competencies**

- Fundraising/grant proposals/writing support
- Field support and input
- Meeting logistics
- Response to surveys, etc.

#### Cluster 3 – Outreach and Special Events

Richard Pearce-Moses (co-chair) Mala Muralidharan Ken Evans (co-chair) Sandy Everett

Janet Fisher Kristi Wisdom (recorder)

David Hoober Melanie Sturgeon

#### Committees

- Employee Recognition
- Special Event Committees (e.g., National Library Week and AzLA)
- Cultural Inventory Project/Convocation
- Polly Award
- Arizona Archives Week
- Arizona Women's Hall of Fame Induction Event

#### Core Competencies

- Arizona history/special collections events highlighting
- Staff communication Agency information integration

#### **Cluster 4 – Administration/Operations**

Linda Montgomery (chair) Marty Richelsoph

Carol Westwood Michael Carman

Recorder: To be determined

#### Committees

Rules and regulations

- Policies and procedures
- Shared operations (bookkeeping/acquisitions, mail service, motor pool)
- Physical plant maintenance coordination (Michael Carman)
- Employee safety committee (Carol Westwood)
- Collection development committee

#### **Core Competencies**

- Legal terminology/procedure/policy format guidance
- Department-wide maintenance of A-Team/Director-approved policies
- Physical building, repair schedule, and priority

#### **Cluster 5 – Digital Government Information Cluster**

Richard Pearce-Moses (chair)

Melanie Sturgeon

Janet Fisher

Tom Martin

Tyler Selle

Betsy Lazan

Marty Richelsoph Wendy Goen (recorder)

#### Committees

- Databases as Records (Melanie Sturgeon)
- Capture of state websites (Richard Pearce-Moses)
- Email management (Tyler Selle)
- E-Records storage (Marty Richelsoph)
- GILS (Janet Fisher)

#### **Core Competencies**

- State and public needs for long-term access to information
- Electronic recordkeeping systems
- Electronic documents/records
- Digital imaging systems

#### **EXECUTIVE GROUPS**

Members are paired into Group A and Group B. The groups divide the workload by rotating every three months. The current group meets up to three times a month. It joins and reports to A-Team meeting once a month.

Members of Group A and Group B are paired to keep each other informed; meeting minutes are to be distributed to both Groups. Members substitute for each other during an absence; there are no other alternate members. Each Cluster is represented on each Executive group. This structure ensures that all committees have representation and someone knowledgeable about their work as we work through the administrative apparatus of our agency.

Executive Group A		Executive Group B	
Janet Fisher	$\iff$	Marty Richelsoph	
Jane Kolbe	$\Longleftrightarrow$	Linda Montgomery	
Michael Carman	$\Longleftrightarrow$	David Hoober	
Tom Martin	$\Longleftrightarrow$	Richard Pearce-Moses	
Ken Evans	$\Longleftrightarrow$	Carol Westwood	

Melanie Sturgeon works with both Group A and Group B, and serves as chair.

Over the past two years, the Executive Group spent a significant amount of time evaluating and revising a three-volume report on agency rules, policies, and procedures. Periods of greatest activity are likely to be during budget preparation and at the end of the fiscal year.

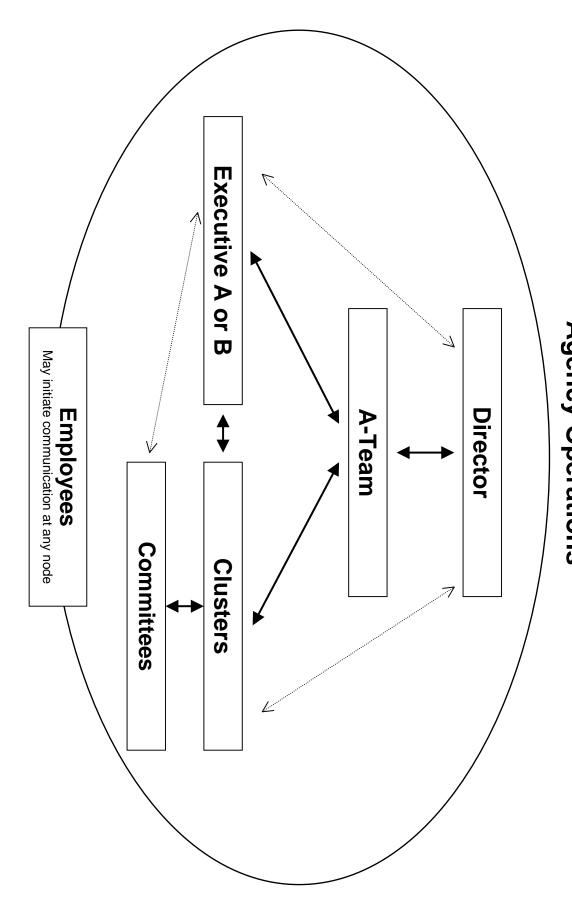
#### A-TEAM

#### The members of the A-Team are

Michael Carman	Jane Kolbe	Melanie Sturgeon
Ken Evans	Tom Martin	GladysAnn Wells
Sandy Everett	Michael McColgin	Carol Westwood
Janet Fisher	Linda Montgomery	Kristi Wisdom
Heather Goebel	Richard Pearce-Moses	Naomi Stratford (recorder)
David Hoober	Marty Richelsoph	

Substitutes to the A-Team should be discussed in advance with Melanie Sturgeon or GladysAnn Wells. However, all meetings are open meetings unless special circumstances dictate a closed meeting.

# Arizona State Library, Archives and Public Records **Agency Operations**

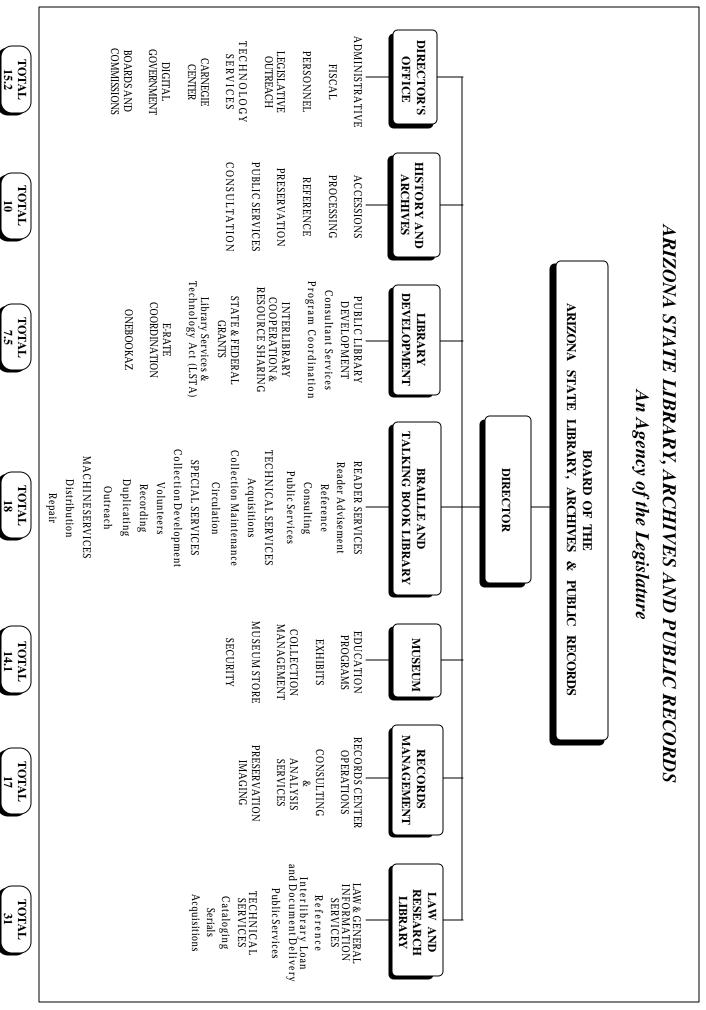


as circumstances dictate

Alternate lines of communication,

Normal Lines of communication

8/4/03



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### **NATIONAL HISTORY DAY**

The Arizona State Library, Archives and Public Records, through its History and Archives Division is the state sponsor of the National History Day in Arizona program. The Arizona Historical Society's Tucson and Tempe divisions, the Arizona Humanities Council, the Public History Program at Arizona State University, and the Museum of Northern Arizona are collaborative partners in this program.

National History Day is a unique program that encourages students in grades 6-12 to think critically about history:

- They learn that historical events were real, not just something you read about in a book, and that each of us has a role in history. They are encouraged to become better citizens because history becomes more interesting.
- Participating students at all levels learn how to conduct primary research, using archives, museums, libraries and historical societies.
- Individual or small groups of students prepare entries including performances, documentaries, websites, historical papers and exhibits/projects.
- Students from public, private, charter and home schools participate.

In 2003, the agency directed National History Day regional competitions in Sedona, Sierra Vista and Phoenix with approximately 300 students and 90 judges participating. In the state competition, in addition to agency staff, 60 judges from such institutions as the State Department of Education, Arizona State University, Northern Arizona University, Arizona Historical Society, Arizona Humanities Council, Grand Canyon University, Salt River Project, the Cottonwood Public Library, Sierra Vista and many school districts came together to evaluate student projects.

This year 187 students participated in the State finals and 27 teachers (an increase of 14 teachers from last year). Director Wells and State Superintendent Tom Horne spoke to the students, teachers and parents. In addition, a total 15 outside organizations contributed \$1,600 for 15 special student awards including Arizona Genealogical Advisory Board (AZGAB), Friends of the Arizona Archives (FazA), Southwest Oral History Association (SOHA), Arizona Historical Society, the Arizona Newspapers Association, the Sieman Corporation, and others.

A record 46 Arizona students participated in the National Finals in Washington D.C. in June 2003. They represented virtually every geographic section of the state, from Kingman to Sierra Vista, and Show Low to Peoria.

Between April 2001 and April 2003, the Arizona National History Day program achieved its goal of growing from 45 students to about 2,000. The number of teachers participating increased from 4 in 2001 to 27 in 2003.



### ARIZONA STATE BOARD ON GEOGRAPHIC AND HISTORIC NAMES

The Arizona State Board on Geographic and Historic Names has statutory responsibility for determining the most appropriate names for place names in Arizona. The significance of geographic names was recognized by the State as early as 1945, when Arizona's Legislature declared it to be the policy of the state that geographic features retain the names they currently had in order to preserve Arizona's historical records. In 1982, the Arizona Board was created, and in 1990, the Arizona Legislature gave responsibility for determining the most appropriate names for geographic features to it.

Arizona Revised Statues, Title 41, Article 3, Historic Names states that: § 41-835.02 part A, sect. 2 subsect. D. "The Arizona State Library, Archives and Public Records shall provide staff support for the board."

Staff from the Director's Office and the Law and Research Division provide support to the Arizona State Board on Geographic and Historic Names (Board). Although the Board is autonomous, it does not require separate office location, and therefore uses the address and phone number of the Director's Office and Director's Office staff maintains its email account.

- When the Board receives a names proposal, the Board researcher, the Map Librarian in the Research and Law Division, reviews the proposal for accuracy and conducts additional research using historical materials in the State Library Map Collection, Archives and Research Library for background on the historical and current local usage of a proposed name. Materials consulted include maps, newspapers, census returns, government documents, printed books and manuscripts. The Board researcher also contacts applicable landowners, interested individuals.
- When research is complete, staff from the Director's Office prepares and mails photocopies of the proposal, research packet, request for a recommendation, and other pertinent information, to appropriate tribal, federal, state and/or municipal government agencies, and to each of the Board members, deputy members, and advisors. Director's Office staff post official meeting notices with the Department of Administration and appropriate governmental entities, schedule quarterly meetings, make meeting arrangements, take and prepare meeting minutes, manage the chair's correspondence, and correspond with the United States Board on Geographic Names and Council of Geographic Names Authorities.

### Piestewa Peak Proposal

In April 2003 the Arizona Names Board received a proposal from the Governor's Office to change the name of *Squaw Peak* to *Piestewa Peak*. The proposal generated immediate public response, which impacted the support staff significantly.

The Director's Office received 301 telephone calls from the public during a five-day period (April 14 – 18). During the two-week period between April 8 and April 20, the Director's Office received 537 emails, letters and faxes from the public. The Director's Office manages the Board's email account, <a href="mailto:aznames@lib.az.us">aznames@lib.az.us</a>. Of the 838 total responses received, 177 were in support of the proposal and 661 were against.

Between April 14 and 22 the Director's office received 7 phone calls from local newspaper reporters and radio stations wanting information about the proposal and also to leave messages for other Board members. In addition, the Director of the Library and the Board researcher did a newspaper interview on April 16. The Board researcher gave two more newspaper interviews on May 2 and May 7.

Support staff also collected and photocopied comments and recommendations from 13 tribal, county and municipal government officials.

After the Board meeting on April 17, the Board researcher began collecting newspaper articles about the *Piestewa Peak* decision. Articles were collected from several Arizona newspapers between April 8 and May 14. The Board researcher prepared a four-page summary of 30 key articles and photocopies of about 100 articles for the research packet.

As of July, 2003, the Law and Research Library Division assumed total responsibility for staff support to the Arizona State Board on Geographic and Historic Names.

## TRIBAL ARCHIVES, LIBRARIES AND MUSEUMS: PRESERVING OUR LANGUAGE, MEMORY AND LIFEWAYS

The Institute of Museum and Library Services supported a multi-state, multi-year project that targeted tribal libraries, archives and museums. Through a National Leadership Grant, the five western states of Arizona, Colorado, New Mexico, and Utah, assessed, developed programs, and established communication networks with tribal libraries, archives and museums. A highlight of the grant project was a regional conference held in June of 2000. The conference focused on tribal libraries, museums, archives, language programs, cultural preservation, education departments as well as tribal NAGPRA programs. The opportunity to network and to learn about resources of support was soundly supported by participants. Based on the success of that regional gathering, the project was extended to develop a national conference.

### **National Conference**

The national conference shared the theme and goals of the regional conference and was held May 7-10, 2002 in Mesa, Arizona. The conference was designed to: create a network of support for tribal cultural institutions and programs; articulate contemporary issues relates to the development of tribal libraries, archives and museums, encourage collaboration among tribal and non-tribal cultural institutions.

### What Happened at the Conference?

The conference sought to create formal forums for discussion and new information balanced with informal times for networking and conversation. The conference included: pre-conference tours of local tribal libraries, archives and museums, affinity breakfasts, panel sessions, three keynote speakers, a resource room, mini-workshops, an evening event at The Heard Museum, and group lunches and breaks.

### Who Came to the Conference?

Approximately 230 individuals attended the conference representing tribal and non-tribal cultural organizations and educational institutions from across the country. In addition indigenous representatives from New Zealand and Canada also attended.

### What Are the Next Steps?

Based on evaluative comments from participants there remains a strong interest in having another conference sometime in the near future. This conference was a unique opportunity for a variety of related professionals to come together to share a common experience of honoring the cultural past while preserving and revitalizing its future. Ideally, collaboration with and among tribes and non-tribal organizations who share the goal of enhancing library, archive and museum service as a means of cultural empowerment and preservation will transpire as a result of the conference. In the meantime, a meeting of the conference envisioning committee is scheduled to take place in January of next year to discuss the possibility of developing another conference or similar program.

### **How Can You Stay Involved?**

Please remember to check the project website for updates on the conference and any subsequent plans for the future.

The address is <a href="http://www.statemuseum.arizona.edu/aip/5stateproject">http://www.statemuseum.arizona.edu/aip/5stateproject</a>. Or, you may access the home page for the Arizona State Museum at <a href="https://www.statemuseum.arizona.edu">www.statemuseum.arizona.edu</a> and click on <a href="https://www.statemuseum.arizona.edu">Five State Project</a>.

An addendum to the conference participant list that included on site registrants and corrections to the participant directory was mailed out in late summer and can be accessed at the website. An excellent handout from the Tribal Libraries Workshop is also available at the website as well as numerous photos from the conference. Please feel fee to contact the American Indian Programs Office of the Arizona State Museum if you have any conference related material you would like posted. (520) 621-4500. A summary of the conference will be produced and distributed next year.

### ARIZONA NEWSPAPER PROJECT

On behalf of the Arizona State Library, Archives and Public Records, I am pleased to submit the final report for the Arizona Newspaper Project (ANP), July 1993 through March 2003. The ANP, in partnership with the United States Newspaper Project (USNP) at the Library of Congress and the National Endowment for the Humanities (NEH), has been successful in locating, cataloging and microfilming newspapers throughout the state.

### ANP goals were to:

- Provide extended access to Arizona newspapers through cataloging and union listing
- Document publishing history by improving and upgrading bibliographic data
- Preserve selected titles on archival quality microfilm
- Make newspapers on microfilm available for public use
- Increase public awareness of newspapers as historic records

The project has met or exceeded its goals.

In 1991, NEH provided the State Library with \$22.234 for the planning phase of the project, a survey that identified and located 1,520 newspaper titles. In 1993, the NEH awarded a grant of \$279,843 to support establishment of bibliographic control of those newspapers. From 1993-1996, staff visited libraries, archives, historical societies, museums, and publishers throughout the state to catalog newspapers and document the physical conditions of individual titles. Catalog records were created and entered into the Online Computer Library Center (OCLC) national network.

By June of 1994, the Project Director reported that efforts were proceeding more slowly than planned. Progress was hindered because the number of titles was approximately 150 percent greater than reported in the 1991 survey; staff resources were inadequate to handle the increased workload; and there was a prolonged vacancy in the cataloger's position. NEH made a one-year supplemental award of \$125,500 in 1996 to support continuation of inventory and cataloging work. Titles held by the State Library and the Arizona Historical Society in Tucson, the two largest repositories of newspapers in the state, were nearly completed by April of 1996. Another supplemental of \$269,634 was awarded for 1997-1999 to complete the bibliographic phase and begin microfilming thirty-two significant titles listed in the grant proposal. By this point, the coordinator's lengthy illness and subsequent resignation and the departure of the Project Cataloger had nearly brought the project to a standstill.

As the new State Librarian, I led a staff re-evaluation of the ANP in 1998. NEH approved the Agency's proposed reorganization of the project's plan of work and staff structure, which included the commitment of additional resources. The project added a new field cataloger in 1999; she remained for the balance of the grant period.

The nine-member staff included the project coordinator; cataloging advisor; cataloger; microfilm supervisor; and five clerks who performed database entry; newspaper inventory and preparation; and microfilm production.

The ANP goal was to achieve complete chronological newspaper coverage for as many communities as possible, with at least two titles for every county. Cataloging staff visited or contacted by phone over 166 sites where newspapers were found. It cataloged 1,744 titles and added 5,188 records holdings to OCLC.

Robert Harriman, from the US Newspaper Project, and Jeffrey Field, from the National Endowment for the Humanities, early on confirmed that the State Library's imaging unit is among the best in the southwest. This assessment was validated. From 1999 to 2003, the imaging unit created 1,263 rolls of microfilm representing 1,054,135 pages, exceeding the production goal by nearly 30%. A complete list of titles, including inclusive publication dates and numbers of rolls of film and pages is attached.

Researchers in Arizona newspapers now have access to several long-running titles, including:

- San Pedro Valley News, 1931-1974 and 1994-2000
- Douglas Daily Dispatch, 1926-1966
- Arizona Range News, 1897-1921, 1929-1977, 1994-2000
- Tombstone Epitaph, 1915-1974
- Williams News, 1901-1974
- Arizona Record, 1914-1975
- Copper Era, 1899-1900, 1905-1976, 1998-2000
- Buckeye Valley News, 1912-1923, 1930-1977, 1993-2000
- Arizona Legislative Review [and] the Messenger, 1916-1974 (predecessor of Arizona Capitol Times)
- News-Sun, 1961-1977
- Mohave County Miner, 1916-1977
- Superior Sun, 1917-1973, 1991-2001
- Verde Independent, 1948-1974

The Project also cataloged and microfilmed a long-running newspaper in the Phoenix Hispanic community:

- El Sol 1942-1976
- Four Black newspapers published in Phoenix were also preserved
- Phoenix Tribune 1918-1931
- Arizona Gleam 1929-1937
- Arizona Sun 1944-1963
- Arizona Informant 1993-2000

A searchable database has been created which will be available to the public in late summer 2003. It is currently accessible on the staff intranet at the Arizona State Library, http://aslaprnet.lib.az.us/webprojects/newspaper/search.cfm

The project's web site will be expanded to contain additional information as time permits. The current home page is located at: <a href="http://www.lib.az.us/anp/">http://www.lib.az.us/anp/</a>

The ANP reached the public, researchers and Arizona publishers through personal contacts and publications. Staff exhibited at the Arizona Convocation, a gathering of 200 Arizonans representing museums, libraries and archives, and at the Arizona State Library Association annual meetings.

The Arizona State Library, the state's largest repository of Arizona newspapers, will continue to subscribe to all known titles published in the state. It will purchase available commercial microfilm for these titles and the imaging unit will microfilm others. The Library will continue to add holdings to OCLC and to the searchable database on the web site. The project identified about 40 other newspaper titles to film when resources are available. We are exploring funding options to complete the filming of these papers.

The Arizona Newspaper Project's success is reflected in more than cataloging data and microfilm production numbers. Since 1991, our citizens have become more aware of the richness of their newspaper resources and the need to protect them from loss and neglect. The Arizona Library, Archives and Public Record's will continue its commitment to preserve and make available this important legacy.

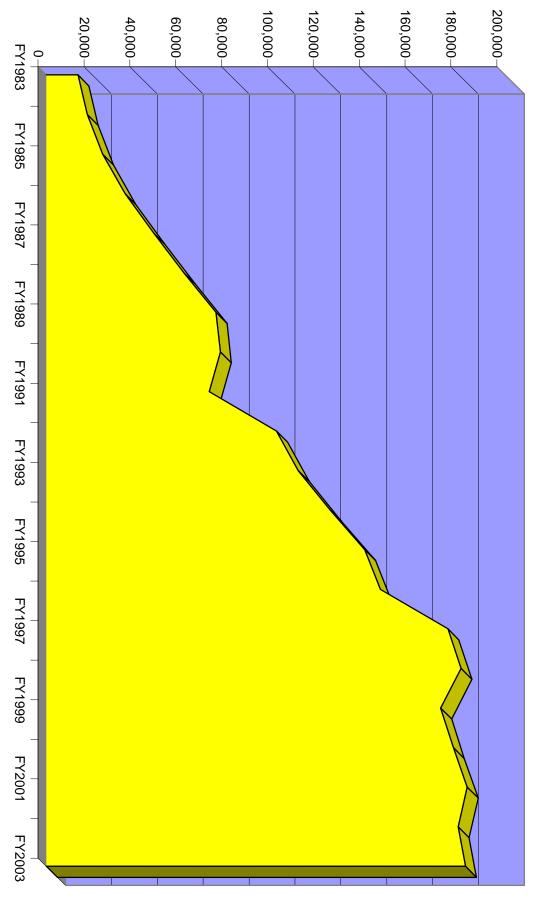
GladysAnn Wells, Director

Attachment

NEWSPAPER PROJECT STATISTICS, Coming Soon

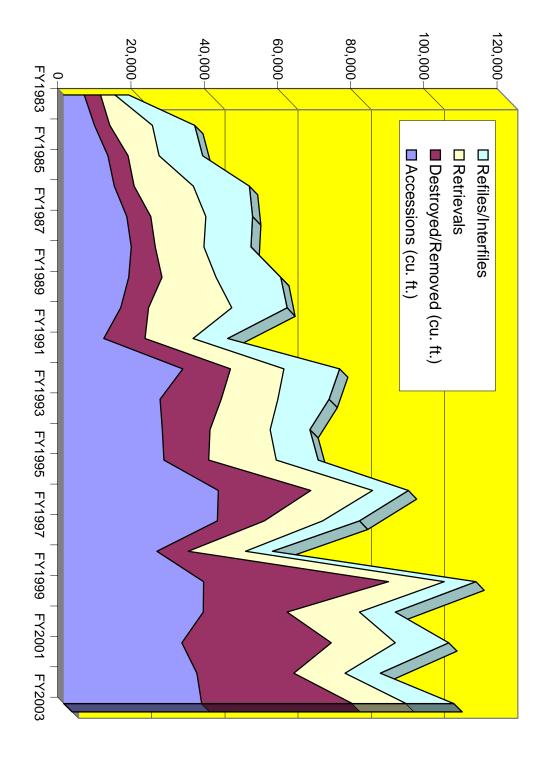
Note: FY1991 - Construction of building addition.

Total Records at RMC (cu. ft. boxes)

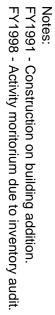


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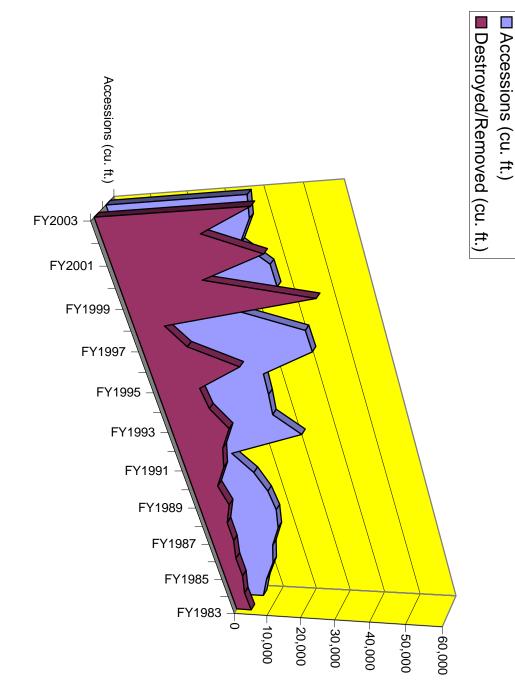
# **Records Center Activities**



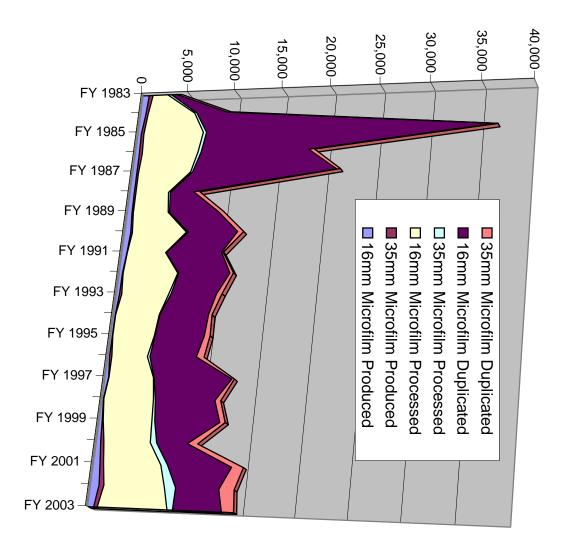
Notes: FY1991 - Construction on building addition. FY1998 - Activity moritorium due to inventory audit.



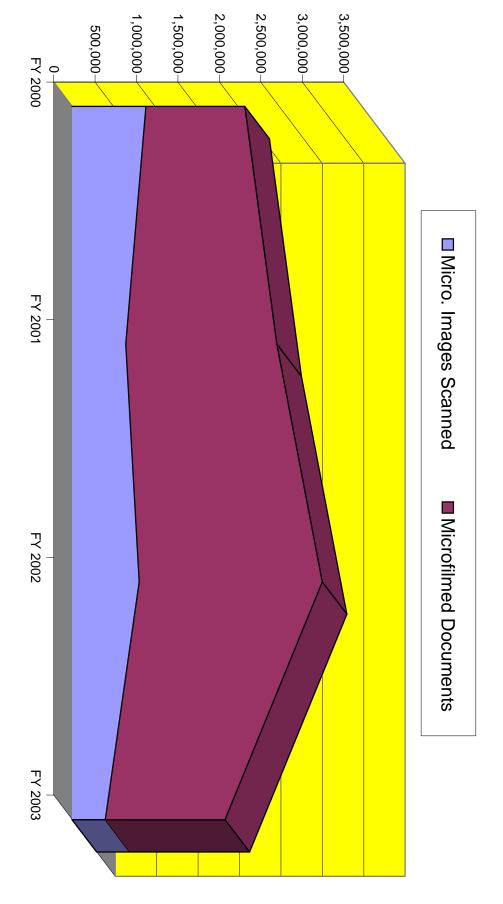
# Accessions v. Destruction



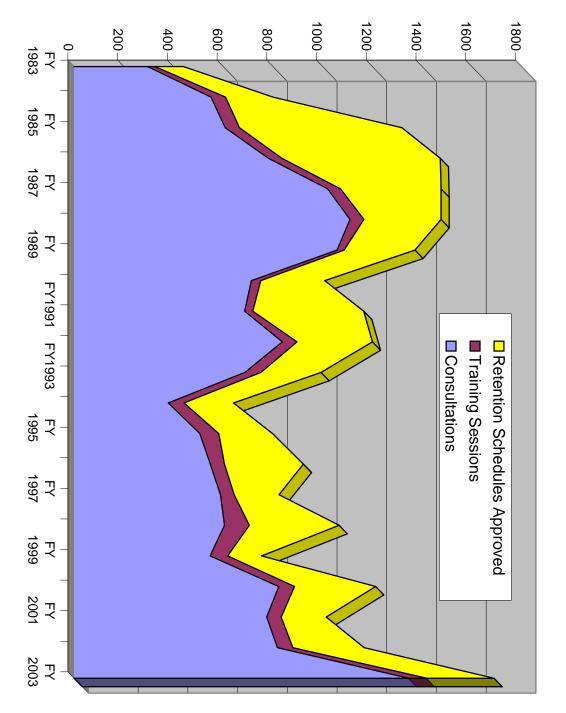
# **Preservation Imaging Activities**



# **Document Pages Imaged**



# **Professional Activities**



### **CAPITOL MUSEUM EXHIBITS**

### "Water vs. Rattlesnakes"

In celebration of its centennial, the Salt River Project supported an exhibit at the Arizona Capitol Museum that depicts the historical convergence of water, politics and growth in Arizona. "Water vs. Rattlesnakes, Judge Kibbey Presiding" tells the story of Arizona through the career of Joseph Kibbey, an Arizona legislator, judge, governor and organizer of the Salt River Water Users' Association, a century ago. Kibbey wrote that without water the Salt River Valley would be a desert inhabited only by the jackrabbit, coyote and rattlesnake. The exhibit is located on the second floor of the historic Territorial Capitol.

SRP also provided support for the renovation of two rooms in the Territorial Capitol.

### "Mountain Lions and Jaguars and Bears, Oh My!"

Arizona's diverse wildlife species and the Arizona Game and Fish Department's role in managing them are told in this exhibit, which uses photographs and artifacts—many of them life-size. Highlights are a sculpture of a California condor, with a nine-feet wingspan, and a full-grown mounted jaguar. Co-sponsors of this long-term exhibit are the Game and Fish Department and the Capitol Museum.

### "Declaration of Independence Road Trip"

An exciting exhibit, the *Declaration of Independence Road Trip*, is coming to the Arizona Capitol Museum from October 4-12, 2003. It displays a rare surviving copy of the Declaration of Independence printed by John Dunlap on July 4, 1776 and used to relay information from Philadelphia throughout the colonies.

The display of this rare piece of America's history at the Capitol will be the Declaration's only visit in Arizona.

We are proud that President Bennett and Speaker Flake have agreed to be honorary co-chairs of the Host Committee for this event, which will attract thousands of visitors to the Museum.

For more information about any of these exhibits, contact the Capitol Museum at 602-542-4675, or <a href="mailto:campus@lib.az.us">campus@lib.az.us</a>.



On June 6, 2003, the Arizona Humanities Council Board of Directors voted to move the Arizona Center for the Book to the Arizona State Library, Archives and Public Records at the end of the calendar year, with a transition period between the two agencies until then.

Under the State Library administration, the Center for the Book will include:

- The Arizona Reading Program, a year-round library activity that provides reading instruction for students of all ages during non-school periods (with whatever changes related to the federal "No Child Left Behind" legislation are needed and manageable);
- ONEBOOKAZ and ONEBOOK for Kids:
- The website related to the Center for the Book within the agency's website;
- Library Services and Technology Act literacy, book redistribution and book purchase programs (with the Education Department interaction encouraged by the new Museum and Library Services Act);
- Developing early childhood reading/literacy and school readiness related activities;
   and
- Evolving forum for reading, early childhood and literacy groups.

In addition, the State Library and the Arizona Humanities Council will continue to cosponsor four ambitious and successful statewide projects:

- The Arizona Book Discussion
- The Motheread Institute
- The Arizona Book Festival
- The National Book Festival



ONEBOOKAZ was launched again this year at the Arizona Book Festival in April. Special reading events took place across the state during April.

This statewide effort brings adults together through literature—to read and discuss one book. The project increases public awareness of reading and of the role of libraries. Key partners and participants included all of the libraries in the state – including those within public high schools, community colleges, and public universities – friends of our libraries, private reading clubs, and commercial, corporate, and media sponsors.

Almost 6,000 people all over the state read *Plansong* by Kent Haruf as a part of the ONEBOOKAZ program, and over 100 book discussion groups met and discussed *Plainsong* between March-May 2003.

Barnes and Nobel stated that sales in most stores especially those in the valley climbed 1000% in most stores and over 600% statewide on *Plainsong*. Six stores hosted events that were well attended and two stores hosted multiple events. Approximately 2,000 people purchased the book at Barnes and Noble and 500 people participated in events.

For more information about ONEBOOKAZ, view the website at: http://www.onebookaz.org/



About 4,000 middle school children from all over the state read *Joey Pigza Swallowed* the Key by Jack Gantos, and over 500 people watched the Phoenix Theatre Academy present a dramatization of scenes from the book.

For more information about ONEBOOKAZ for Kids, view the website at: http://onebookaz.org/kids/events.html



### **Arizona Book Festival**

The Arizona State Library, Archives and Public Records co-hosted the Sixth Annual *Arizona Book Festival* with the Arizona Humanities Council and the Maricopa County Library District on Saturday, April 5, 2003 on the grounds of the Carnegie Center (the original Carnegie Library) at 1101 W. Washington. More than 14,000 book lovers from around the state attended the free, family event – putting the Arizona Book Festival in the upper echelon of book festivals nationwide. There was something for everyone – book talks, lectures, storytelling, storybook characters, and exhibits by local and national authors and booksellers, and live performances and demonstrations. We received rave reviews – particularly on the ambience of the site.



### **National Book Festival**

Staff from the Arizona State Library, Archives and Public Records and the Arizona Humanities Council will co-host an exhibit, our Arizona Reading Program, at the third National Book Festival on Saturday, October 4, 2003 on the West Lawn on the U.S. Capitol and the National Mall. The festival, whose current theme *Lights, Camera, Read!* spotlights books that were made into is organized and sponsored by the Library of Congress and hosted by Mrs. Laura Bush. It is free and open to the public from 10:00 a.m. to 5:00 p.m.

## AGENCY PROPERTY MAINTENANCE AND REHABILITATION ACTIVITIES

Oversight of construction projects and maintenance of the Agency's historic properties in 2003 included the Capitol Museum, Carnegie Center, Evans House and the Jackson School property that will eventually be the site of the *Polly Rosenbaum History and Archives Building*, and coordination of maintenance activities for other Agency buildings with ADOA.

### **Arizona State Capitol Museum**

Accomplishments in rehabilitation of the Arizona State Capitol Museum to date include repairs to the roof, dome cleaning and repair of exterior stonework with re-pointing as needed, window repairs and improvements to roof drainage. Inside the structure a new electrical power service and distribution system have been installed as well as plumbing for a fire suppression system, new environmental stabilization equipment and associated plaster, paint and woodwork repairs for 90% of the Capitol Museum. A total of \$4,393,445 has been expended since 1997 and another \$823,000 will be needed to complete interior work including upgrades of the old elevator and a new security system. These items are two of the more expensive parts of this effort. In addition to the elevator upgrades and the improved security system, there is mechanical work remaining on the south end of the forth floor as well as associated plaster, painting and woodwork repairs and refinishing. Another \$1,400,000 will be needed to re-landscape the area between the House and Senate from the museum to 17<sup>th</sup> avenue if and when the decision is made to do that work.

### **Phoenix Carnegie Library (Carnegie Center)**

The 1907 Phoenix Carnegie Library was closed in February 2002 because water damaged ceiling plaster was falling, endangering staff, visitors and artifacts. Investigation revealed that the majority of the water was not from roof leaks but overflow from malfunctioning attic mounted air conditioning equipment. Drip pans were installed under the air conditioning equipment and connections to the overflow drainage system were improved. Flood sensors were installed inside the drip pans and connected to the security alarm system to alert staff when water is present and the units need to be more carefully monitored. ADOA maintenance has promised more regular preventative maintenance inspections to avoid additional problems. Plaster repairs and repainting of the main floor was completed in January and February of 2003. The building reopened in April of 2003 as the Carnegie Center. The Arizona Women's Hall of Fame continues at the Carnegie Center along with reading rooms and research facilities for the Agency law collections, History and Archives and the Research Divisions. New functions to be added are the Center for the Book and Life Options programs.

### **Jackson School**

The site that included Jackson School at 20<sup>th</sup> Avenue and Jackson was designated as the location for the *Polly Rosenbaum History and Archives Building*. When we lost funding for the new archives building in 2002, ADOA Risk Management became very concerned about the potential for extreme liability at the school with no funding for security or renovation. There were two fires in the structure in recent years. ADOA General Services commissioned a architectural and engineering study to determine feasibility of reusing the building. Arizona State Library, Archives and Public Records reviewed that report carefully and suspected that although rehabilitation costs estimates were slightly higher than new building cost, that these estimates were still very low. A contractor with extensive experience in historic buildings was asked to review the architect's report and estimate rehab costs. That estimate was indeed considerably higher that the first estimate and was forwarded to ADOA. Risk management offered a grant to have the structure demolished to reduce the liability exposure. General Services advertised for bids and had the structure demolished in March of 2003.

### Vision Rehabilitation And Technology Expo

## IF YOU OR SOMEONE YOU KNOW IS VISUALLY IMPAIRED VRATE IS THE PLACE FOR YOU!

Date: Friday, November 7, 2003

Time: 9:00 am to 5:00 pm

Location: Phoenix Civic Plaza Hall E

111 North 3<sup>rd</sup> Street, Phoenix, Arizona 85004

Open to the public free of charge

Exhibitors demonstrating the latest technology that can change your life!

Tips and tricks for independent living

Workshop: Getting assistive technology into the IEP

Speakers presenting the latest research

**Dr. Lund** Current Research on Retinal Disease

**Dr. Sipperly** Macular Degeneration: Clinical Aspects,

Surgical/Techniques and Current Research

DES/RSA Independent Living with Low vision

Dr. Noon Low Vision Rehabilitation

**Technology Panel** Current & Future Trends in Technology

### You Don't Have to See The Top to Reach The Top!

Telephone Pioneers The Foundation The Foundation for Sun Sounds
Low Vision Plus of America Fighting Blindness Blind Children of America

Association for the

Education and Arizona Center Arizona State Braille Governor's Council ViewFinder

Rehabilitation of the for the Blind and Blind and Visually Impaired Visually Impaire

www.vrate.org or contact Rich Kenney at 602.331-1470

# THE MUSEUM AND LIBRARY SERVICES ACT OF 2003 PARTIAL TESTIMONY OF SENATORS GREGG AND KENNEDY BEFORE THE SENATE UNANIMOUS CONSENT – AUGUST 1, 2003

### **Senator Gregg – New Hampshire**

- ... "This bill recognizes the importance of libraries and museums and provides them with continued federal support through the Institute of Museum and Library Services."...
- ... "Recognizing the key role that libraries plan in fostering the academic achievement of our nation's school children, the Museum and Library Services Act of 2003 also requires that the director, where appropriate, ensure that the library activities of the IMLS are coordinated with the school library provisions of the No Child Left Behind Act. "...
- ... "In addition, ... supports the efforts of President Bush and Mrs. Bush to recruit more librarians by allowing funds to be used for the recruitment of persons in library and information science. Over the next 16 years, American's libraries are projected to lose 58 percent of their professional librarians, and more than one quarter of all librarians with master's degrees will reach the age of 65 before 2009. This bill will help to alleviate this shortage."...

### **Testimony Senator Kennedy – Massachusetts**

"I strongly support the Museum and Library Services Act. Federal support of museums and libraries is appropriate and often essential to maintain the cultural and educational centers that provide valued resources for communities across the country. These institutions encourage learning, understanding, and respect for others in our diverse society, and their benefits are found in every neighborhood in America."

"As technology's role in our society becomes more significant than ever, wider access to the internet and other resources is increasingly important. Greater federal funding for libraries and museums is especially important when local budgets are so hard-pressed."

"This bill supports the use of a wise range of media in both museums and libraries, enhancing access to exhibits and programs, and improving learning in a variety of formats. Library and museum advisory boards are consolidated into one body under this bill as a way to improve networks among museums, schools, and other community organizations."

"This bill in intended to increase the efficiency of library services and provide muchneeded financial assistance. It encourages library services for people of all backgrounds, especially in under-served urban and rural communities, so that access to technology will be much more widely available to all."

## THE IMPACT OF THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) IN ARIZONA 1998-2003

LSTA provides Arizona with flexibility to develop innovative programs reaching <u>every citizen in the state</u>. Since 1998, \$15,074,882 in LSTA funds has supported statewide initiatives and has reached local, urban, rural, academic, and tribal libraries in every county and each of Arizona's 8 Congressional districts. LSTA funds have helped provide capacity and leveraged over \$10,000,000 in other funds.

### LSTA FUNDS HAVE BEEN USED TO SUPPORT:

- 27 Economic Development Information Center (EDIC) libraries EDIC libraries provide business and economic development assistance, create new jobs, offer career training and encourage business development.
- Libraries in partnerships with schools to improve literacy The Accelerated Reading Program increased reading levels and comprehension for elementary and middle school children.
- Preservation and digitization save unique historic materials from damage or destruction Digitized photographs, maps, and documents are now available on the Internet, sharing Arizona's rich cultural heritage with the world.
- Rural and tribal libraries receive computer equipment New computers at the library expedite and enhance services to patrons.

# ARIZONA ALSO USES LSTA FUNDS, IN EVERY CONGRESSIONAL DISTRICT, TO BUILD AND ENHANCE STATEWIDE SERVICES (1998-present):

### • Technology - \$5,382, 215

A statewide computer network linking all Arizona libraries. Shared databases provide library users information each community could not otherwise afford.

### • Partnerships - \$1,089,388

The Arizona Convocations bring together library, museum, archives, map, and records professionals each year to build partnerships, share resources and solve problems.

### Access for the Underserved or Disadvantaged - \$2,382,838

Specialized access, not available elsewhere, to audio books, newspapers, voting information and the Internet for people with visual disabilities.

### • Training - \$1,194, 217

Regional professional development training for rural and geographically isolated librarians available through continuing education classes.

### **EXEMPLARY STATEWIDE PROGRAM OUTCOMES**

**MOTHEREAD Arizona** – The Arizona State Library partnered with the Arizona Humanities Council on *MOTHEREAD Arizona*. *MOTHEREAD* is a national literacy program that boosts literacy for mothers (and fathers).

- LSTA funds leveraged additional trust funds to expand the program to twenty-five sites.
- Now nearly 300 more parents are reading to their children.
- Dr. Bertha Gorham, at the National MOTHEREAD office documented that; "MOTHEREAD can increase the reading level of an adult by one grade level with 24 hours worth of instruction, when the previous benchmark in adult education had been to achieve this increase with 100 hours of instruction."

**Children in Poverty (CIP) -** In 2002 CIP awarded over \$500,000 to libraries all over the state. Libraries purchased materials that reached underserved urban and rural children, and met the literacy and English as a second language needs in Arizona.

- All fifteen Arizona counties and seven larger metro libraries received CIP funds based on population, relative family income and program ideas.
- Funds were used to purchase books and multi-media materials, to support homework needs, to provide outreach services to Native American and Hispanic areas, to get infant literacy kits to parents, and to develop waiting room libraries at immunization clinics.
- In Navajo County, librarian Merla Sauwen said, "On Election Day we polled the town on the usefulness of the library. There was an overwhelming positive response to the question asking if the library was useful to their children. Having new books and weekly story time are part of the reason for this positive response."

**ONEBOOKAZ** –ONE**BOOK**AZ, a statewide adult reading program that promoted literacy and life-long reading, increased use of libraries, and fostered partnerships between libraries and other community organizations.

- In 2002, nearly 100,000 people participated at 116 libraries throughout Arizona
- The event is an effective tool for involving the community, especially political figures and community leaders, businesses, and other agencies. --- Project director, Karen Drake
- The public responded favorably to the program. One library reported, A 7<sup>th</sup> grade girl who hasn't gotten very interested in anything we have recommended came in to tell me she had just finished the book (in one week) and wanted to check it out in her brother's name because he wants to read it. I have never seen her so enthused.
- In 2003, Arizona expanded the program to include children, ONEKIDSBOOKAZ.

 Those who have difficulty reading print materials were not left out. Audio books were ordered for the visually impaired.

Arizona's librarians have consistently used LSTA funds in innovative ways to improve children's ability to read and support local business' information needs, use of new technology and to help businesses grow.

### LSTA'S IMPACT IN ARIZONA BY CONGRESSIONAL DISTRICTS - 2003

ARIZONA USES LSTA FUNDS IN EVERY CONGRESSIONAL DISTRICT TO BUILD AND ENHANCE STATEWIDE SERVICES (1998-present):

### **DISTRICT 1**

### **Strengthening Families** – The Gila County Library District

- The program was designed to reach families under stress (i.e. divorce) by providing them with information that would help them to make positive choices.
- Established successful long-term partnerships with the court system, family service agencies, local churches and government agencies.
- A core library collection that focused on marriage, relationships, parenting and what to do after divorce was created. Promotion was done in collaboration with the local court and family service groups.

### **Storytelling Festival** - Navajo County Library District

- Libraries worked in partnership with other cultural institutions in the area to build a
  weekend storytelling festival that promoted families reading and telling stories
  together.
- The storytelling festival not only enhanced reading and storytelling skills, it also
  provided a community gathering place for displaced families to meet and for the
  community to focus on the future after the Rodeo-Chedesky fire.
- The libraries also provided a great deal of support during the weeks that the fire raged, by offering books and programs to shelters where residents were evacuated.

### **DISTRICT 2**

### Retrospective Conversion – The Mohave County Library District

• Retrospective conversion of the districts' entire collection was completed; over 13,000 items, for 3 branches and 8 community libraries.

- The new electronic catalog now provides the public with access to all materials at each of the Mohave County libraries.
- The collection is also available to patrons from their homes. Now anyone in Mohave County with dial up library service can search the catalog to find materials.
- If materials are at a distant branch library, they can be sent via interlibrary loan to the library nearest the library patron. For the first time people in Mohave County have access to all the materials in the county library district.

### **Technology Plan** – The Buckeye Public Library

- A new five-year library technology plan was developed. The plan includes an assessment of current technology and the integration of future plans using goals and objectives established by staff, library board members and the community.
- The new plan will help the library establish technology priorities based on the community's needs.
- This information will help the library to seek the additional equipment, software and training that their customers want.
- Librarians available through continuing education classes.

### **DISTRICT 3**

### **Children in Poverty -** The Maricopa County Library District

- Spanish, bilingual, and Hispanic culture materials were purchased for five branch and six service area libraries serving large populations of Spanish-speaking children.
- Materials helped the library staff improve the quality of their programming to Hispanic children, increased the children's appreciation for books, and helped to preserve cultural heritage.
- Other libraries in Arizona have proven that when materials are purchased and programs are targeted for a specific audience, the entire community benefits from the exposure to a variety of cultures.

### On-line Novel – The Maricopa County Library District

- Children ages 8-14 were motivated to read more and improved their literacy skills.
- The on-line novel combined technology and literacy so that children had an interactive experience to expand their literacy skills

 The novel allowed links to supplemental information prepared especially for the online readers. Activities linked to the chapters created the need for the children to visit their local branch library to participate

### **DISTRICT 4**

### **Live Homework Help Online** – The Phoenix Public Library System

- The project provided a targeted service group of children and teens from grades four-high school with one year of live homework help online using Tutor.com at six Phoenix Public Library locations.
- The new online service provided tutoring for students during 20-minute sessions with trained, professional tutors in math, English, science and social studies.
- Tutors also taught technology skills needed for success in school and future vocational pursuits.
- Improvements in grades, computer literacy and assistance in obtaining jobs is expected upon completion of this project.

**Phoenix Digitization Project** - The Phoenix Public Library and the Phoenix Museum of History

- The library and museum collaborated to digitize and catalog the historical Phoenix and Arizona photographic collections of both institutions.
- The digitized images are available on the museum and library websites on a 24-hour basis, expanding access to every segment of the local population and into rural Arizona.
- Electronic usage statistics, electronic user surveys, and public focus groups are being employed to evaluate the project and improve the service. It is designed to meet the needs of users from school children to professional researchers.

### DISTRICT 5

### **Accessing Tempe History** - The Tempe Public Library

 The library partnered with the Tempe Historical Museum to acquire computer hardware and software to increase access to historical photos, documents and research databases. Computers at the central library and two outreach centers located within multigenerational community centers serving low-income areas of the city provide on-site access.

- The project also provides the technological infrastructure necessary for future remote access to the museum's computer-based information resources via the Internet.
- This project has served to strengthen the relationship between the museum and library. They expect to share additional resources in the future in order to serve the people of Tempe better.

### **Children in Poverty** – The Tempe Public Library

- CIP funds were used to enhance the existing library programs serving children who
  live in poverty in Tempe. This project got more books directly into the hands of poor
  children in the area than ever before.
- Children's science materials were taken to the library at the Thomas J. Pappas School for the homeless. Additional materials were taken to two community centers in low-income areas of the city. Many children received their first and only book through this program.
- The children's Spanish language collection was expanded and early literacy materials were distributed to teen parents. Promoting the value of early literacy to teen parents will make more young children interested in reading.

### **DISTRICT 6**

### **Technology Skills Program** – This City of Mesa Library

- This project made computer skills accessible and understandable for youth, adults and seniors who might otherwise never have had an opportunity to learn about and excel in computer use.
- Young people who had dropped out of high school, young working persons, retired persons and Hispanic community members were particularly targeted.
- The project provided informal computer instruction in both English and a bilingual format in small class settings. Trainers offered ten classes ranging from basic to advanced, and free manuals were provided.

### **Workplace Education** – The Chandler Public Library

 The project is intended to create higher functioning, long-term employees and provides training, materials and library support for local employees.

- The library identified some non-profit organizations that have a need for GED instruction. Taking this innovative program into workplaces will provide opportunities for employees to complete their degree and improve their long-term earning potential.
- This program compliments the mission of the library to serve as the learning center for the community and serves to establish a lasting relationship with the business community in order to enhance the local economy.

### **DISTRICT 7**

### Start First - The Tucson-Pima Public Library District

- Start First improved the school performance skills of 340 first graders through collaboration between the library and four elementary schools identified as "underperforming" in language and reading. Approximately 75% of the students speak Spanish as their primary language, therefore invitations to participate were bilingual.
- As a result of classroom visits, library tours, and programs children and their families obtained library cards and used the library more. 46% of the students received a library card for the first time.
- The program increased the school/student/ family/library connection. The long-term effects on library use and improvement of the student's performance skills is still to be documented.

### Ucheck Software - The Parker Public Library

- Hardware and Ucheck software were purchased to implement a self-checkout system.
- This technology is especially helpful to small libraries, with only a couple of employees. More time can be spent on specialized services to help customers locate information, learn new skills, and improve their knowledge.
- The patrons experienced less "stand in line" time while checking out materials, resulting in better customer service.

### **DISTRICT 8**

### New Access to Online Databases – The Cochise County Library District

 The library and its partners (seven city libraries and four branches) share an online integrated library computer system. The shared system includes a website with the library catalog. Anyone with a computer and Internet access can search the online catalog.

- The new project uses PIN numbers, which allows customers to request books from home, as well as look up their library record. The project also includes home access to online databases using an authentication server and subscriptions to Learn a Test, What Do I Read Next and WilsonSelect via the State Library's FirstSearch service.
- For the first time, library customers in Cochise County can reserve library materials, improve their testing skills, locate materials in other libraries and find additional books by their favorite author or subject.

### **Cyberteen Summer** – The Douglas Public Library

- In many communities teens don't come to or use the library, but the Cyberteen project enhanced teen computer skills and helped them to serve other teens in the process.
- Their new skills will be essential when they enter the job market.
- The project is a two-part program involving young people (13-19 years old) in the creation of a teen website and a teen volunteer group that provides one-on-one tutoring sessions to children and other teens.

### **STATE GRANTS-IN-AID**

COUNTIES	2001	2002	2003	TOTAL
Apache	\$25,000	\$25,000	\$25,000	\$75,000
Cochise	\$23,000	\$23,000	\$23,000	\$69,000
Coconino	\$25,000	\$25,000	\$25,000	\$75,000
Gila	\$23,000	\$23,000	\$23,000	\$69,000
Graham	\$23,000	\$23,000	\$23,000	\$69,000
Greenlee	\$23,000	\$23,000	\$23,000	\$69,000
La Paz	\$23,000	\$23,000	\$23,000	\$69,000
Maricopa	\$35,033	\$25,000	\$25,000	\$85,033
Mohave	\$25,000	\$25,000	\$25,000	\$75,000
Navajo	\$23,000	\$23,000	\$23,000	\$69,000
Pima	\$28,629	\$25,000	\$25,000	\$78,629
Pinal	\$23,000	\$23,000	\$23,000	\$69,000
Santa Cruz	\$23,000	\$23,000	\$23,000	\$69,000
Yavapai	\$23,000	\$23,000	\$23,000	\$69,000
Yuma	\$23,000	\$23,000	\$23,000	\$69,000
				\$1,078,662
METROS	2001	2002	2003	TOTAL
Glendale	\$12,050	\$12,476	\$12,476	\$37,002
Mesa	\$21,689	\$22,601	\$22,601	\$66,891
Phoenix	\$71,849	\$75,323	\$75,323	\$222,495
Scottsdale	\$11,851	\$11,558	\$11,558	\$34,967
Tempe	\$9,381	\$9,044	\$9,044	\$27,469
Tucson	\$32,000	\$27,751	\$27,751	\$87,502
Chandler	\$9,786	\$10,068	\$10,068	\$29,922
Peoria	\$5,862	\$6,179	\$6,179	\$18,220
				\$524,468
Construction	\$75,845	\$46,743	\$75,000	\$197,588
Tribal	\$32,425	LSTA	\$42,000	\$74,425

### LOCAL ENGINES OF ECONOMIC DEVELOPMENT

The State Library is supporting and participating in a local economic development project, "Local Engines of Economic Development" (LEED). The model project establishes an advisory panel of organizations that cultivate and nurture small businesses and entrepreneurs by giving them the information they need to move from "I think I can" to "I knew I could!" The outcome expected is that the local economy will benefit from collaboration between the library and local business or industry.

LEED is facilitated by the Chandler Public Library, one of our Economic Development Information Centers, and is co-sponsored by Chandler Economic Development and the Chandler Chamber of Commerce. It is funded through the State Library's federal Library Services and Technology Act (LSTA) program, which seeks - in part - to develop strategic partnerships that support communities.

Linda Meissner, designer of the program and its Project Manager, Karen Drake, Library Manager of the Chandler Public Library, and the Library's co-sponsors, have already conducted a gap analysis with their key advisor group to determine the role the library can play in starting and growing small businesses in Chandler.

The key advisors group such as bankers, SCORE and the Small Business Administration, etc. have turned out to be very excited about this project. A Small Business Information Passport has been developed to facilitate the communication between and among the key advisors and small business entrepreneurs.

A Small Business Summit is scheduled for September at the Chandler Public Library for about 150 of these entrepreneurs that will introduce the library's resources along with the services of other agencies and organizations that help create and grow small businesses.

The following article appeared in <u>The Business Journal</u>, July 18, 2003, by Eileen Brill Wagner.

### **Project Sends Companies To Library**

To find some of their best and most valuable resources, small-business owners need look no further than their local library.

Whether a company needs to learn the fundamentals of developing a business plan or to conduct a competitive market analysis within a given industry, there are experts on hand to guide them through the research. Also, online databases are available, free of charge, that could easily cost upward of

\$2,000 a year if a company were to pay for them.

The problem is these resources are all too often a library's best-kept secret. To that end, the Chandler Public Library, one of 27 libraries in the state with an Economic Development Information Center, has been chosen as the pilot site for a program linking local businesses and economic development organizations with library resources.

Called "Local Engines of Economic Development," the program, funded by a \$17,500 federal grant that comes through the state library system, is a collaboration among the library, Chandler Chamber of Commerce and the Chandler Economic Development office.

It also cross-promotes a host of small-business providers, from the U.S. Small Business Administration and Arizona Department of Commerce, to the Service Corps of Retired Executives and Maricopa Community Colleges Small Business Development Center.

"We're not seeking to replace the small-business service providers, we want to maximize their use and help the small-business owners access the services out there," said Karen Drake, library manager for the Chandler Public Library. "If we catch the businesses when they are very new, we can give them tools to establish a firm base."

One reason Chandler was chosen for the project is that "they were ready, they were

interested, and they had the community support," said GladysAnn Wells, state librarian with the Arizona State Library Archives and Public Records office.

"We hope this will be a model project. Having the library become an economic engine is one of the goals in the five-year plan, that guides library development work," she said.

"We decided that given the problems with the economy and how important small businesses are to Arizona, it was time to revitalize the EDICs," added Wells.

Linda Meissner, project manager, said one reason Chandler provides a great starting point is that it has a high percentage of entrepreneurs in high-tech industries, as well as a large percentage of Hispanics looking for the next step as the city continues to move beyond its agribusiness base.

"The original idea was to start with a statewide program, but the state system believed it needed to be piloted first," she said. Meissner designed the program and was involved with writing the grant application.

Meissner also was one of the co-drafters of the Arizona Electronic Transactions Act when she worked with the Government Information Technology Agency.

A group of key advisers has been formed, including local banks and attorneys who have a vested interest in the success of the small-business community, she said. They also conducted a gap analysis to determine what role the library can play in helping small businesses.

A half-day Chandler Small Business Information Summit is scheduled for Sept. 24, oriented toward small-business owners, to showcase the library's resources, introduce ongoing programs and provide information that directs them to the service providers. Meissner said, based on the enthusiastic response, organizers are looking at what a second phase of the project could entail.

"The Department of Commerce has always promoted libraries, but too often they are inadvertently left out of the mix," said Lydia Aranda, director of small-business services for the ADOC.

"Chandler seems to be taking a really big lead in coordinating resources and building synergies."

## ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS THE CARNEGIE CENTER



The Carnegie Center is a symbol of continuity. In an era where so many places look alike, this unique building demonstrates the resilience and viability of its neighborhood.

The Carnegie Library, named for nineteenth century industrialist and philanthropist, Andrew Carnegie, served as the Phoenix Public Library from 1908 until 1954.

After 1954, the building was used as a recreation hall, social service center, storage facility, and a way station for the homeless. In 1984 the building was restored at a cost of \$1.3 million, but was closed in 2001 due to safety concerns.

Today, the Carnegie Center is being returned to its role as a multi-service library that will serve workers and residents in downtown Phoenix and the eastern Capitol Mall. It will offer

- Reference for the State Library's genealogy, archives, legal, and general reference collections
- Meeting space for community groups
- A life options center for people in transition, especially those leaving, re-entering, or retiring from the job force
- The Arizona Women's Hall of Fame, recognizing the diverse women who have helped shape the state's history



### ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS **CARNEGIE CENTER REFERENCE**

1101 W. Washington, Phoenix Arizona 85007 Hours: Monday - Friday 8:00 - 5:00pm Carnegie Reference: 255-2111

### **ELECTRONIC DATABASES**

Abi-Inform Ancestryplus Arizona Republic (Newsbank) Firstsearch Genealogy.Com Lexisnexis Congressional And State Capital Westlaw Patron Access (Arizona)

### **REFERENCE & MAPS:**

Arizona Atlas & Gazetteer.

Arizona Blue Book

Arizona Legislative Manual (Arizona Legislative Council)

Bieber's Dictionary Of Legal Abbreviations: A Reference Guide For Attorneys, Legal Secretaries, Paralegals, And Law Students.

Book Of Lists (Phoenix Business Journal)

Chase's Calendar Of Events.

Directory Of Human Services And Self-Help Support Groups (Maricopa County)

Government Resource Directory (Arizona Capitol Times)

Guide To U.S. Government Publications (Andriot)

Inside Tucson Business. Book Of Lists.

Local Government Directory

Metropolitan Phoenix Street Atlas.

Metropolitan Tucson Street Atlas.

Pinal County Street & Road Atlas.

The Time Almanac (Information Please)

Yavapai & Coconino Counties Street & Road Atlas

### **NEWSPAPERS AND MAGAZINES:**

Arizona Business Journal (One Month) Arizona Capitol Times (One Month) Arizona Republic (One Week) Arizona Highways And Indices Journal Of Arizona History

### LAW:

### **Arizona Primary Sources:**

Arizona Revised Statutes, Annotated Arizona Legislative Service (2002) Arizona Rules Of Court, State And Federal Session Laws Of Arizona Journals Of The Arizona House And Senate **Arizona Secondary Sources:** Arizona Law Review (University Of Arizona) Arizona State Law Journal (Arizona State University)

### **Nutshells And Consumer Law Sources:**

Aids Law In A Nutshell

American Indian Law In A Nutshell

Automobile Fraud: Odometer Tampering, Lemon Laundering, And Concealment Of Salvage

Or Other Adverse History

Children And The Law In A Nutshell

Community Property In A Nutshell

Consumer Bankruptcy Law And Practice

Consumer Protection Law In A Nutshell

Consumer Warranty Law: Lemon Law,

Magnuson-Moss, Ucc, Mobile Home, And

Other Warranty Statutes

Contract Remedies In A Nutshell

Criminal Law In A Nutshell

Fair Credit Reporting

Fair Debt Collection

Family Law In A Nutshell

Federal Disability Law In A Nutshell

Federal Estate And Gift Taxation In A Nutshell

Federal Income Taxation Of Individuals In A Nutshell

Federal Law Of Employment Discrimination In A Nutshell

Health Care Law And Ethics In A Nutshell Immigration Law And Procedure In A Nutshell

Introduction To Estate Planning In A Nutshell

Juvenile Justice Administration In A Nutshell

Labor Law In A Nutshell

Landlord And Tenant Law In A Nutshell

The Law Of Corporations In A Nutshell

The Law Of Medical Liability In A Nutshell

Legal Research In A Nutshell

Mental Health And Disability Law In A Nutshell

Negotiable Instruments And Check Collection:

(The New Law) In A Nutshell

Personal Property In A Nutshell

Products Liability In A Nutshell

Real Property In A Nutshell

Repossessions And Foreclosures

Return To Sender: Getting A Refund Or

Replacement For Your Lemon Car

Sex Discrimination In A Nutshell

Sports Law In A Nutshell

Student Loan Law: Collections, Intercepts,

Deferments, Discharges, Repayment Plans, And Trade School Abuses

Torts In A Nutshell

Truth In Lending

Unfair And Deceptive Acts And Practices

Uniform Commercial Code In A Nutshell

Wills And Trusts In A Nutshell

Workers' Compensation And Employee

**Protection Laws** 

### **GENEALOGY:**

American Passenger Arrival Records: A Guide To The Records Of Immigrants Arriving At American Ports By Sail And Steam

Ancestry's Concise Genealogical Dictionary

Ancestry's Red Book: American State, County & Town Sources

The Census Book: A Genealogist's Guide To Federal Census Facts, Schedules, And Indexes

**Directory Of Family Associations** 

Family History Made Easy

The Genealogist's Address Book

A Genealogist's Guide To Discovering Your English Ancestors: How To Find And Record Your Unique Heritage

A Genealogist's Guide To Discovering Your Immigrant & Ethnic Ancestors: How To Find And Record Your Unique Heritage

Going To Salt Lake City To Do Family History Research

Guide To Naturalization Records Of The United States

Handbook Of Genealogical Sources

The Handybook For Genealogists: United States Of America.

In Search Of Your British & Irish Roots: A Complete Guide To Tracing Your English, Welsh, Scottish, And Irish Ancestors

Irish Records: Sources For Family And Local History

Land & Property Research In The United States The Library: A Guide To The Lds Family History Library

Locating Your Revolutionary War Ancestor: A Guide To The Military Records

Managing A Genealogical Project

Map Guide To The U.S. Federal Censuses, 1790-1920

Netting Your Ancestors: Genealogical Research On The Internet

Pennsylvania Marriages Prior To 1790: Names Of Persons For Whom Marriage Licenses Were Issued In The Province Of Pennsylvania Previous To 1790

Printed Sources: A Guide To Published Genealogical Records

A Rose By Any Other Name: A Guide To Irish Christian Names

Searching On Location: Planning A Research
Trip

The Source: A Guidebook Of American Genealogy /

State Census Records

A Survey Of American Church Records

They Became Americans: Finding Naturalization Records And Ethnic Origins

They Came In Ships: A Guide To Finding Your Immigrant Ancestor's Arrival Record

U.S. Military Records: A Guide To Federal And State Sources, Colonial America To The Present

United States Military Records: A General Overview

Where To Write For Confederate Pension Records

# AT THE CARNEGIE CENTER



The Arizona State Library, Archives and Public Records has initiated an experimental life-options project at the Carnegie Center to provide individuals in transition, especially those leaving, reentering, and retiring from the job force, with information and sources determined jointly through focus groups and other participation.

The concept of a Life Options Center is based on research done by Marc Freedman, founder and executive director of Civic Ventures. With funding from the Virginia G. Piper Charitable Trust, Libraries for the Future has partnered with Civic Ventures to create the Life Options Libraries project. The project has

- conducted an assets and needs assessment to determine particular needs and opportunities in Maricopa County;
- convened the Maricopa County Commission on Productive Aging, co-chaired by Jack Pfister and Phoenix Librarian Toni Garvey;
- combined the Commission's recommendations with the results of the assets and needs assessment to create a Life Options Center "toolkit" for libraries and other community centers; and
- conducted a Life Options Libraries Institute in May, to allow librarians to learn about life options principles and practice.

Since libraries are uniquely positioned to play an important part in the changing nature of aging, retirement, and volunteer resource development in America, the Life Options Libraries project intends to help foster planning and promote positive approaches to aging.

The Carnegie Center will serve as a demonstration site to test the ideas of life options work. The State Library will use its experience at the Carnegie Center to help other libraries throughout the state begin life options programs locally. In addition, Library Services and Technology funds will support the dissemination of the work being done in Maricopa County to libraries statewide.

### ELECTRONIC REFERENCE STATION (ERS) 2003 SURVEY RESULTS

A total of 91 surveys were sent to the Senate, House and Legislative Council. Fifty were completed and returned (S-19, H-30, L-1).

- 1. Most useful databases:
  - ALIS (42)
  - Westlaw (14)
  - Lexis.com (23)
  - Arizona Daily Star via Newsbank (10)
  - NCSLnet (18)
  - Proquest (ABI INFORM) (2)
  - FirstSearch (5)
  - Arizona Law on Disc (2)
  - US Code Service CD (10)
  - Arizona Administrative Code CD (10)
  - Stat-USA (2)
- 2. Was the training and/or assistance offered by the ERS librarian of benefit to you?
  - Yes (45)
  - No (2)
  - No answer. (3)

How might the training and/or assistance be improved?

- No advice, the librarian was great.
- Doing great.
- Honestly, training on programs like this are often boring. However, there were actually so many different resources that training was very interesting.
- Maybe some practice exercises so that we can apply what we are taught.
- More hands on, allowing a person to work on computer w/ASLAPR staff there.
- Librarian was helpful so much so I never had to ask for anything. She just knew what to suggest.

- It was informative enough that I knew the basics of the ERS computer. The only improvement would be if it could be held in the morning. I remember being sleepy after lunch when I was training.
- More training.
- None taken.
- Nothing really needed since she was there almost every day to answer questions.
- I thought she was extremely patient and thoughtful.
- During orientation or later a training exercise might be useful.
- Maybe more spread out, not crammed into one day.
- Perhaps a small project that would make sure we familiarize ourselves with the resources.
- Longer session and slower pace
- It was good to know what's available, although I never needed to use it.
- Everything was great.
- I don't think it needs to be. The best way to learn is to actually do.
- Have one-on-one training with the computer.
- Have two sessions one during intern orientation and another a week in, so questions can be asked.
- It really can't be.
- The training conflicted with my schedule and I was not able to attend. Need more training sessions at different times.
- More frequent times during session; refreshers.
- Can't think of a thing.
- More practice/training sessions.
- The librarian and her group do a magnificent job I don't know how it could be improved.
- Some of the resources available were not made abundantly clear. I may have been able to use them, if I knew how to apply them properly. I'm not sure.
- Training on the CD-ROMs and research engines on them would be helpful.
- Offer "refresher" courses.
- Regular refresher sessions to remind us how to use it.
- I really miss Lexis Political Universe.
- 3. Was the Legislative Resources web page of value to you?
  - Yes (30)
  - No (12)
  - Never used it (8)
  - No answer. N/A (2)

If so, which resources were of greatest benefit?

- Legislative Encyclopedia.
- JLBC.
- Access to other sites.
- Calendar/bill search.
- ALIS. (4)
- I like books better than computers.
- All.
- Committee issues, information portal statistical resources; AZ info.
- Statutes. (2)
- Auditor's web.
- Being able to search the ARS on-line.
- Information service.
- Newsbank. (2)
- Administrative Code.
- Research assistance.
- It's very user friendly.
- The listing of the many resources.
- News articles.
- Hard to choose, when you need something, even if just one, it is valuable.
- 4. Any suggestions for additions to the Legislative Resources web page?
  - No. N/A. (7)
  - Constituent Services has a resource and contact guide that could be posted.
  - I never needed something and didn't find it it was great!
  - Links to federal law or ways to search other state codes.
  - If possible, we should be able to go back before 1989 for some of the info on the bills.
  - Committee reports.
  - It is very well organized and a good resource.
  - Post reports.
  - No, it has everything! Just keep us updated when you add resources.
  - Secretary of State and Retirement Systems direct links.
  - No, because librarian was always available for assistance.
  - Everything seems to be up to date.
  - I liked the Daily Senator last session. It would be nice to have it back.

### 5. What was the most valuable service offered at the ERS?

- Lexis. (2) If I needed anything for research I could usually find it there.
- Assistance w/research, it's nice to have a librarian accessible.
- Search engines.
- You can't beat Westlaw (2) for legal research.
- The librarian being here to assist us in the afternoons What would we do without her!
- One on one help.
- FirstSearch.
- Librarian. (8)
- Knowing that assistance is available to us when we need it.
- Ability to download federal laws and regulations.
- ALIS. (5)
- NCSLnet.
- Internet resources and staff knowledge.
- Librarian and her assistance in utilizing the various resources.
- Easy access to info.
- The on-call help is valuable.
- Newsbank. (6)
- All of the help and assistance offered.
- Hard to say. It was all valuable.

### 6. Any suggestions for future ERS services?

- Better access/research tools for case law research.
- No, this was a great experience.
- It seemed to work out okay.
- Have mock work exercises or examples and have person try to locate info.
- No you're very helpful and appreciated!
- Keep up the good work.
- Database with all 50 state statutes available to search.
- Link to every state's ALIS equivalent.
- Make the interns visit the web page. It is a great help!
- No, you are doing a great job. (2)
- None. (4)
- Have sessions that are at convenient times.
- Some link to Congressional research services.
- Any useful links to information.
- More news subscriptions.
- No, I was never lacking for information. Everything I needed, I got.
- Just "refresher" courses.

### **Analysis**

ALIS (42) continues to be considered the most useful of the databases. Lexis.com (23), NCSLnet (18), and Westlaw (14) appear to also be beneficial for analysts and interns. The usage of the CD-ROMS (U. S. Code Service (10) and the Arizona Administrative Code (10)) has increased over last year. It did not appear that Stat-USA was utilized to a great degree by Legislative Staff during the past three sessions. The Newsbank (10) database increased in usage due to the availability to access both the <u>Arizona Republic</u> and <u>Arizona Daily Star</u> newspapers on-line. FirstSearch (5) was not considered as useful this year as in previous years.

Forty-five out of fifty individuals who completed the survey, selected yes to the question "was the training and/or assistance offered by the ERS librarian of benefit to you?" Improvements for training and/or assistance focused on desire for additional/refresher training throughout the session, longer training sessions at a slower pace, more training on CD-ROMs, and need for practical exercises. Satisfaction of the training and/or assistance was demonstrated by various comments: doing great; librarian was helpful – so much so I never had to ask for anything – she just knew what to suggest; it really can't be; everything was great; nothing really was needed since the librarian was there almost every day to answer questions; I thought the librarian was extremely patient and thoughtful; can't think of a thing; and no advice, the librarian was great.

Both librarians posted their names and numbers, as well as stressed during training that they were available for additional training and assistance. The interns were advised that if they would like additional, refresher, individual or detailed training, they could contact the librarian to set up a time that would fit their schedule.

Over one-half of the analysts/interns claimed the Legislative Resources web page was of value to them. However, twelve individuals said the Legislative Resource web page was not useful. Eight others either did not use it or were not aware of the web page. Some of the beneficial resources listed were statutes, bill search, Arizona information, ALIS, NCSL link, committee information, encyclopedia, and Newsbank. Other responses included: "it's very user friendly" and "hard to choose, when you need something, even if just one, it is valuable."

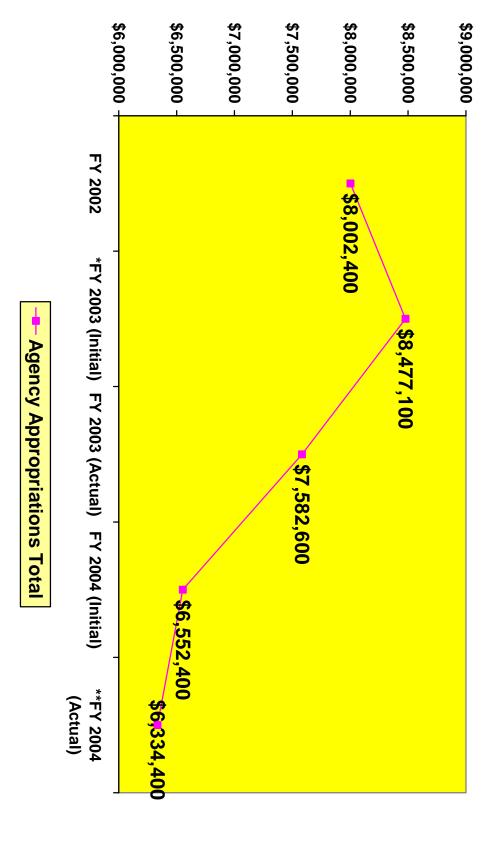
Many of the suggested additions for the Legislative Resources web page were already located on the web page. Other suggestions covered posting the constituent resource guide, providing information on bills prior to 1989 and bringing back the Daily Senator. During the training, it may be helpful to spend more time emphasizing the available links on the Legislative Resources web page and how they are best used.

ALIS, Newsbank, and librarian assistance were most often considered the most valuable service. Suggestions for future ERS services included: more training/refresher classes, practical exercises, database with all 50 state statutes (Lexis.com), link to every state's ALIS equivalent (NCSL site), research tools for case law research (Westlaw), more news subscriptions (Proquest, Newsbank, Lexis.com), and link to congressional research services (Thomas, GPO Access, Lexis.com).

### **Suggestions**

- Schedule an open-house for analysts and interns again for Regular Session, 2004.
- Set up training for interns/analysts at the beginning of the session with special emphasis on the Online and Legislative Resources Web pages. Emphasize how much information they can retrieve on their own desktop computers.
- Give each analyst and intern a card with the librarian's name, number and email.
- Stress how easy it is to request assistance or additional training from the librarian at any time, and develop a practical exercise. Currently, each of the subscription database handouts do have a practical exercise at the end of the instructions.
- Exchange LexisNexis Congressional and LexisNexis Capital for the current Lexis.com.
- Add the Westlaw subscription to the databases at the ERS.

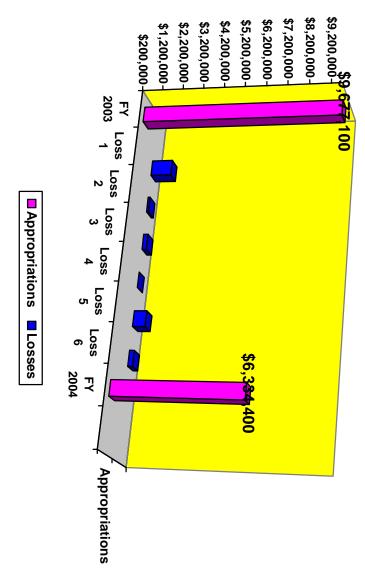
# Arizona State Library, Archives and Public Records **Appropriations Reductions Total**



<sup>\*</sup>FY 2003 (Initial) does not include the DOA appropriation of \$1,200,000 approved for the Polly Rosenbaum History Archives Building

<sup>\*\*</sup>FY 2004 (Actual) is net appropriations after unfunded increases for Risk Management premiums, Health/Dental premium increases, and retirement contribution increases.

# Arizona State Library, Archives and Public Records Appropriations Reductions Identified



	Loss 5 \$800,	Loss 4 \$200,	Loss 3 \$416,	were	Loss 2 \$298,	** Repe	Loss 1 \$1,20	Building.	FY 2003 Includ
\$422 BOO - Bottom line Reductions and Agency Costs	\$800,000 - Law Library	\$200,000 - Acquisitions Budget	\$416,000 - Technology Innovation and Essential Maintenance	were below market rates.	\$298,600 - Salary increases for various positions throughout the agency whose current budgeted salaries	Repeal of 2003 Budget (not shown on graph); November 1, 2001	\$1,200,000 - Polly Rosenbaum History and Archives Building	ling.	Includes \$8,477,100 plus \$1,200,000 DOA appropriation for Polly Rosenbaum History and Archives

FY 2004

Appropriations FY 2004

# STRATEGIC ISSUES ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

### 1. Resource Development

Library and Archives and raised over \$17 million dollars in grant funds for Arizona cultural institutions and for its own services. In the future, despite the continued downturn of the economy, and the difficulties of fundraising, we will continue our efforts to seek outside funds. Although general operating funds must come from governmental sources (state general funds and federal IMLS funds), private and other governmental funds will be sought for special projects or pilot projects.

The most significant fundraising effort will center around the development of an endowment for our historic buildings preservation and maintenance.

### 2. Infrastructure

Library and Archives operates from 3 historic buildings and two other structures with age related repair and renovation needs. In addition, the state has needed an Archive and History building for over fifty years. Across the state artifacts, archives and state and local governmental materials are deteriorating and often lost to pests and poor storage conditions. This material is irreplaceable, and we will continue to search for funding for the building necessary to house and care for Arizona history.

### 3. Digital Government

Library and Archives has a broad range of responsibilities for governmental materials in all formats from all levels of government. With the increasing digitization of federal, state and local government, e-government will be one of our most important areas of concentration. Digital government will require the professional skill sets of archivists, records managers, librarians, and technology staff to ensure usability today and preservation for tomorrow.

### **NEWSLETTER TO THE LEGISLATURE**

June 5, 2003

### Dear Legislative Member:

Your State Library has enjoyed a busy and productive first half of 2003. Our Braille and Talking Book Library is featured on Senator Kyl's website: <a href="http://www.senate.gov/~kyl/">http://www.senate.gov/~kyl/</a>. Senator Kyl narrated a children's book for our circulating collection.



From left to right: Stephen Prine, Director of Network Services for the Blind and Physically Handicapped at the Library of Congress, Senator Kyl, Linda Montgomery, Division Director for the Arizona Braille & Talking Book Library, and GladysAnn Wells, Director of the Arizona State Library, Archives and Public Records

### 1965 Little League All-Star Team Recognition

Exciting news of the day! Senator Linda Aguirre and Representatives Leah Landrum Taylor and Ben Miranda joined Daniel Melendez, Ceremony and Team Spokesman today at a recognition ceremony on the second floor of the Arizona Capitol Museum to honor the 1965 South Mountain East Little League Team. The 1965 team was one of four American teams that made it to the Little League World Series that year. Several of its members have donated items such as uniforms, gloves, baseballs, hats and memorabilia from their historic trip to the Arizona Historical Society's (AHS) Papago Park facility. The Arizona Capitol Museum partnered with the AHS on this tribute and will host their own exhibit of additional series memorabilia throughout the summer. Several members of the team were on hand to greet members of the audience and to answers questions.

### **Local Engines of Economic Development (LEED)**

The State Library is supporting and participating in a local economic development project, Local Engines of Economic Development (LEED). The model project establishes an advisory panel of organizations that cultivate and nurture small businesses and entrepreneurs by giving them the information they need to move from "I think I can" to "I knew I could!"

LEED is facilitated by the Chandler Public Library, one of our Economic Development Information Centers, and is co-sponsored by Chandler Economic Development and the Chandler Chamber of Commerce. It is funded through the State Library's federal Library Services and Technology Act (LSTA) program, which seeks - in part - to develop strategic partnerships that support communities.

### **Declaration of Independence Road Trip**

An exciting exhibit, the *Declaration of Independence Road Trip*, is coming to the Arizona Capitol Museum from October 4-12, 2003. It displays a rare Dunlap broadside, a surviving copy of the Declaration of Independence printed by John Dunlap on July 4, 1776 and used to relay information from Philadelphia throughout the colonies. The project seeks to promote civic activism and encourage voting. We are proud that the *Declaration of Independence Road Trip* has chosen to bring this rare piece of America's history to the Capitol for its only visit in Arizona.

### **Student Tours of the State Capitol**

Legislators have continued to meet with students at an amazing rate. Since the start of session, 85% of toured students have met with a legislator (many times with multiple legislators). Support from House and Senate leaders and more effective communications have made this possible. Our sincere thanks to all of you for your supreme efforts to be available, especially during a most demanding and difficult session, to meet with our state's future leaders.

### Arizona 'Lectronic Records Taskforce (ALERT)

The Arizona State Library, Archives and Public Records convened a meeting of ALERT on May 27 to continue working on the challenges of digital government and electronic records. The program included Carolyn Purcell, CIO for the State of Texas and Charles Dollar, an expert in digital records management.

The meeting brings together state records professionals, information technologists, and agency administrators. Each of the groups brings a unique perspective to the problems of access and preservation resulting from the migration from paper to electronic formats.

### The Arizona Book Festival

The Arizona State Library, Archives and Public Records co-hosted the Six Annual *Arizona Book Festival* on Saturday, April 5th on the grounds of the Carnegie Center (the original Carnegie Library) 1101 W. Washington. More than 14,000 book lovers from around the state attended the free, family event – putting the Arizona Book Festival in the upper echelon for book festivals nationwide, to celebrate the book in all its forms. With four stages of activities such as lively stage presentations and storytelling taking place all day long and over 100 exhibitors including local and nationally known authors, there was something for everyone. We have received rave reviews – particularly on the ambience of the site. OneBookAZ was launched again this year at the Book Festival. Special reading events took place across the state during April.

### Water v. Rattlesnakes Exhibit at Arizona Capitol Museum

In celebration of its centennial, the Salt River Project has supported an exhibit at the Arizona Capitol Museum that depicts the historical convergence of water, politics, and growth in Arizona. "Water vs. Rattlesnakes, Judge Kibbey Presiding" tells a story of Arizona through a career of Joseph Kibbey, an Arizona legislator, judge, governor and organizer of the Salt River Water Users' Association a century ago. The title is excerpted from Kibbey's statement that "without water the Salt River Valley would be a desert inhabited by the jackrabbit, coyote and rattlesnake." The exhibit, located on the second floor of the historic Territorial Capitol, runs through March 2004.

Our thanks to SRP for providing support for the renovation of the two rooms in the Territorial Capitol.

### **E-Rate Funding**

The e-rate extends the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries. Through the e-rate program, Arizona libraries are connecting people to information they need for their business, education, and recreation pursuits. Arizona libraries have received \$4 million in e-rate funding. This represents over a 60% increase from last year and our staff has helped local libraries be successful in this program.

### **Arizona Newspaper Project**

The Records Management Division Preservation Imaging Section has now microfilmed 1,000,923 pages (1,213 rolls) for the Arizona Newspaper Project. Our goal is to preserve Arizona's history as it unfolds in our historic and fragile newspapers – especially in local papers.

### Arizona State School Readiness Board

I am honored to have been appointed to the Arizona State School Readiness Board, a board established through Executive Order 2002-16 to develop a coordinated, efficient, and cost-effective delivery system for early childhood programs in Arizona. Libraries are education partners in life long learning and strong advocates and partners in preschool literacy!

### Statewide Access to Authors4Teens Database

The Arizona State Library, Archives and Public Records is the first statewide provider of Greenwood Publishing Group, Inc.'s unique teen author database, *Authors4teens.com*. Unlimited access from every Arizona public and tribal library, or remote access from home gives students, librarians, teachers and parents insight into the lives and careers of outstanding young adult authors. The original interview and complementary information is updated to reflect the latest news on these authors from awards, appearances, to works in progress.

### For Literacy's Sake

During National Library Week, on April 17, there was a gathering of literacy professionals at the newly restored Carnegie Center to discuss the Public Library Association's Emergent Literacy Program currently being implemented at the Burton Barr Central Library in Phoenix. All participants shared information about what each does for literacy and was an opportunity to network and explore potential collaborative projects. Our federal funds sponsored a literacy summit also at Chandler Public Library on March 4, Mesa Public Library on March 21, Phoenix Public Library on March 26, the Carnegie Center on April 9, and Phoenix Public Library on May 14.

The State Library has facilitated the exploration of potential partnerships between public libraries and Mervyn's. Management of Mervyn's are especially interested in early childhood literacy in their store neighborhoods, and funded the children's area at the Arizona Book Festival and promoted signing up for library cards in their local stores. They have also partnered with libraries for Hispanic heritage activities.

### Sun Sounds of Arizona – 24<sup>th</sup> Annual Volunteer Recognition Celebration

Forty-eight people from around the state were honored for volunteering from one to twenty years of service to Sun Sounds of Arizona. One person was awarded the Silver Mic Award for being an exceptional volunteer, and Linda Montgomery, Division Director of our Braille and Talking Book Library, was awarded the Golden Mic Award as the Volunteer of the Year.

### **Braille and Talking Book Volunteers**

The Braille and Talking Book Library provides free library service for 11,000 Arizonans with visual impairments or physical disabilities that affect their ability to read. Many of the services the library provides would not be available without the time donated by their 200 volunteers who contribute 26,000 hours annually. The Braille Library mails as many as 2,000 talking books a day to Arizona readers.

### International Museum Day

The Arizona Capitol Museum celebrated International Museum Day (IMD) throughout May. Observed all over the world since 1977, IMD is an opportunity for museum professionals to meet the public and alert them to the challenges that museums face as institutions in the service of society and of its development. The Capitol Museum dedicated the month of May to its friends, volunteers and Guild members, who provided support the year round.

### Mountain Lions and Jaguars and Bears, oh my!

The wide diversity of wildlife species living in the Grand Canyon State is represented at the Arizona Capitol Museum opening July 8. The exhibit illustrates the role of the Arizona Game and Fish Department in managing Arizona's wildlife and habitat. Artifacts, photographs and a life-size sculpture of a California condor, with a nine-foot wingspan, are highlights of this long-term exhibit co-sponsored by the Museum and the Game and Fish Department.

### Life Options Library Project

The Arizona State Library, Archives and Public Records has received special training and support to initiate an experimental Life Options project at the Carnegie Center to provide individuals in transition, especially those leaving, re-entering, and retiring from the job force, with information and sources determined jointly through focus groups and other participation.

Since libraries are uniquely positioned to plan an important part in the changing nature of aging, retirement, and volunteer resource development in America, the Life Options Libraries project intends to help foster planning and promote positive approaches to aging. The Carnegie Center will serve as a demonstration site to test the ideas of Life Options work. The State Library will use its experience at the Carnegie Center to help other libraries throughout the state begin Life Options programs locally.

For more information contact the Director's Office (602) 542-4035 or services@lib.az.us.

### Carnegie Center Restoration

The historic Carnegie Library has been restored through private/public fundraising and returned to its role as a multi-service library and anchor for the east end of the Capitol Mall and nearby neighborhoods. The library was renamed the Carnegie Center to reflect its new purpose. The State Library envisions the facility will:

- Evolve into a center for its community, offering access to genealogy, archives, legal and general reference services – the services provided by the State Library and its divisions;
- Provide meeting space for community groups; and
- Become a source of public programming that both the State Library and users of the building will develop.

The building opened its doors as the Phoenix Public library in 1908, and then closed in 1954. It declined through several transitory uses as a recreation hall, social service center, storage facility, and way station for the homeless. A \$1.3 million rehabilitation of the building in 1984 has eroded because of poor maintenance and neglect caused by state budget problems. It closed in 2001 because of safety concerns. The State Library, with the help of the State Capitol Museum Guild, was able to reopen the repaired and repainted Carnegie in March 2003. The State Library is committed to establishing an endowment for the preservation of this landmark building, as well as the Queen Anne Victorian Evans House and the 102-year old Territorial Capitol Building.

### **National Grants**

The State Library has been invited to participate in two national grants and is the lead agency in two other grants. One of the grants already submitted involved the coordination of 27 states and nearly a dozen institutions of higher education across the west.

Last year, the State Library provided a service to someone 80 million times – we try to make you proud!



THE "POLLY" AWARD

In 1999, the agency established the Polly Rosenbaum award in recognition of Polly's tireless support for libraries, museums, archives, and the preservation of Arizona's rich cultural history.

This award connotes a special acknowledgment of elected or appointed officials (not on the current Library Board) who cherish Arizona's rich cultural resources and support the work of the Arizona State Library, Archives and Public Records.

Nominations are made by employees of the Arizona State Library, Archives and Public Records, and the members of the Friends of Arizona Archives and Arizona State Capitol Museum Guild.

The Selection Committee includes one professional staff person from each agency division, one representative from the Friends of Arizona Archives, and one representative from the Arizona State Capitol Museum Guild. Agency Division Directors chair the committee on a rotating basis.

The "Polly" Award is presented annually on Statehood Day or a date determined by the agency Director. Winners receive a small plaque.

### 2003 "Polly" Award

The 2003 "Polly" Award was given to Elliiott Hibbs during the Statehood Day ceremony on February 13, 2003 in recognition of his interest and support for the agency 's mission to preserve Arizona's history and to provide access to information. His sincere interest in and public commitment to the agency, as well as his support for its staff, has been demonstrated in numerous ways.

 He helped on numerous infrastructure issues, ranging from helping support a new and much needed Archives Building to helping maintain our current, often historic, physical plants.

- He made archival records from agency heads a priority before the recent transition in state government. Without his efforts, many important records would have been lost.
- He has supported efforts to develop an electronic records program. Without such a
  program, the authenticity and reliability of those records could be jeopardized, and
  the costs of maintaining and preserving those records could be significantly higher.
- During construction of the Environmental Quality building, he helped keep the Library Development Division's work in the Evans House from being disrupted as much as possible.

His diverse efforts mirror the hard work of Representative Polly Rosenbaum.



In 2000, the agency established the "Turtle" Award, named fondly for the agency logo's perceived likeness to a "turtle."

The "Turtle" Award connotes special recognition annually to both a non-governmental individual and his/her organization who cherish Arizona's rich cultural resources and support the work of the Arizona State Library, Archives and Public Records, and to a member of the agency staff for their attitude and commitment to our agency, our clients, and our work.

We present the "Turtle" Award annually at the Arizona Convocation of librarians, archivists, museum professionals, historians, genealogists, records managers, preservationists, conservators, and others responsible for and interested in preserving Arizona's cultural heritage.

The Convocations help build a community of Arizonans who collect, manage, protect and cherish the records, maps, objects, publications, photographs, and other materials that form the state's cultural legacy. The Convocations enable these individuals to share information about their collections and programs, to discover opportunities for collaboration and resource sharing, and to promote public access to the books, records, and objects of Arizona's past.

The Director of the Arizona State Library, Archives and Public Records selects the two annual recipients of the "Turtle" Award. Winners receive a certificate and the agency's logo "Turtle" lapel pin.

### 2003 "Turtle" Awards

The 2003 "Turtle" Awards were presented to Ken Evans of the Salt River Project Community Outreach, and to staff co-recipients Marian Shepherd and Joel Ayala of the Museum Division at the Convocation in Scottsdale, Arizona, on March 3.

### Ken Evans

Director Wells pointed to Evans' contribution of his personal time to help present workshops and to Salt River Project's support for an exhibit at the Capitol Museum opening March 25 "Water vs. Rattlesnakes, Judge Kibbey Presiding".

### Marian Shepherd and Joel Ayala

Director Wells noted Shepherd's and Ayala's extraordinary efforts in the restoration of the Capitol rotunda. In particular, she noted the work they did to paint the garland details one weekend.

### LEGISLATION PROPOSED/PASSED – 2003 46<sup>th</sup> Legislature – First Regular Session

### SB1027 - State Agency Reports; Repeal

**Sponsors** 

Senators: Leff, Mead, Mitchell

Representatives: Huppenthal, Burton-Cahill

Co-Sponsor

Senator: Cheuvront

### Overview

Repeals and modifies the reporting requirement for 44 reports filed by various agencies and modifies reporting requirements for other various agencies.

### **Background**

Currently, the Governor, Speaker of the House of Representatives and President of the Senate all receive copies of the approximately 250 reports required by statute. In select cases, chairmen of appropriate committees, every member of the Legislature or other agencies also receive copies. This legislation repeals and modifies the reporting requirement for 44 of the 250 reports. The chosen reports for elimination are based on recommendations by each reporting agency and in consultation with the Joint Legislative Budget Committee (JLBC).

The 44 reports are eliminated or modified based on specific criteria. Some reports were required when a program began, but according to the corresponding agency, the report is no longer necessary. Other reports were specific requests for a specific time. The request was fulfilled, but the report continues to be filed on a regular basis.

According to the reporting agencies, there is an estimated saving in professional costs, printing, mailing, distributing and staff hours, however the exact figure is difficult to determine at this time.

### **Provisions**

 Eliminates 39 annual, semiannual, quarterly and program reports required for distribution to the Governor, Supreme Court, Speaker of the House of Representatives, President of the Senate, various joint legislative committees, various corresponding committees, the Secretary of the State and the Department of Library, Archives and Public Records.

- 2. Changes the reporting requirement for Arizona Health Care Cost Containment System (AHCCCS) in regards to children's immunizations, from annual to every second year.
- 3. Repeals the requirement for the Secretary of State's office to permanently maintain records of incorporated materials of each agency.
- Allows rather than requires the Advisory Council of Spinal and Head Injuries to report the Council's recommendations. Eliminates the annual requirement for the report.
- 5. Modifies the reporting requirements for the Supreme Court parent assistance program, the Department of Economic Security (DES) Child Protective Services substance abuse treatment fund, the DES family support program, AHCCCS Department of Health Services, the Governor's Regulatory Review Council (GRRC) and the DES housing assistance program. The information contained in the reports will be available upon request and on each agency's website. The reports are no longer distributed.
- 6. Makes technical and conforming changes.
- 7. Provides for a general effective date.

### Amendments Adopted by Committee

- 1. Repeals the reporting requirement for the annual report by the Medical Student Loan Board in reference to the Board's activities, names of persons receiving grants and names and locations of loan recipients who have completed their education and have become physicians.
- 2. Requires the report by AHCCCS, in regards to children's immunizations, to be reported every second year rather than annually.
- 3. Repeals the reporting requirements for reports regarding the semiannual index and the retention of incorporated materials from the Secretary of State's office.

### Amendments Adopted by Committee of the Whole

- 1. Repeals the annual reporting requirement by the Department of Revenue, in reference to the annual tax expenditures.
- 2. Requires each agency to review and report to JLBC any savings from the report repeals.
- 3. Reinserts the reporting requirements for agency reports to GRRC.
- 4. Modifies the reporting requirements for six reports in this legislation. For each of these agencies the information will be available upon request and on each agency's website.

### Outcome of Legislation

SB1027 was passed on the third read in the Senate on February 26, 2003, with 29 Ayes, 1 Nay. Transmitted to the House on February 26, 2003. SB1027 was assigned to the following committees on February 27, 2003: House Appropriations Committee, House Government & Retirement Committee, and House Rules Committee. SB1027 was heard in the House Government & Retirement Committee, passed and amended on April 1, 2003

# SB1090 – Adoption; Release of Information—NOW-Release of Information; Adoption

### **Sponsors**

Senator: Anderson

### Co-Sponsors

Senators: Blendu, Waring

### Overview

SB 1090 allows for the destruction of attorney files after seven years and eliminates the requirement for a birth parent to file with the Department of Economic Security, an adoption agency or attorney when amending a decision granting or withholding permission for the release of information.

### Background

Current law requires an adoption agency, the Department of Economic Security [DES], or an attorney assisting in an adoption to obtain, from the birth parent who is giving consent for the adoption, a notarized statement that grants or withholds permission for the child being adopted [adoptee] to obtain identifying information about the adoptee and birth parent. At the time the statement is obtained, the birth parent must also be informed that the decision to grant or withhold information may be changed at any time by filing a subsequent notarized statement with the court and the agency, DES or the attorney that obtained the original statement. SB 1090 provides for the subsequent statement to be filed only with the court.

Current law pertaining to the general adoption provisions prohibits all files, records, reports and other papers not filed in or in the possession of the court from being destroyed prior to a 99-year period. SB 1090 excludes files of an attorney from the 99-year prohibition and specifies files may be destroyed after seven years.

### **Provisions**

- 1. Clarifies that non-identifying information, in addition to identifying information, about the adoptee and the consenting birth parent may be obtained by the adoptee if a notarized statement granting permission is obtained from the birth parent.
- 2. Lowers the age at which an adoptee can obtain information and give consent for the release of information from 21 to 18.
- 3. Eliminates the requirement of filing a subsequent notarized statement that permits or withholds permission for information to be obtained by the adoptee with the adoption agency, DES or the attorney.
- 4. Clarifies that the most recent notarized statement shall operate as consent for the court to grant or withhold information.
- 5. Specifies that the original or subsequent notarized statement operates as consent for the court granting or withholding identifying and non-identifying information.
- 6. Eliminates the provision of being informed of the death and related information of the adoptee.
- 7. Allows files belonging to an attorney to be destroyed after a seven year period instead of 99 years.
- 8. Authorizes a person to notify a birth parent of the death of that birth parent's adoptee.
- 9. Clarifies this section does not prohibit a person from notifying a birth parent of the death of a child that the birth parent has placed for adoption.
- 10. Requires all adoption documents to be transmitted to the Arizona State Library 100 years after the adoption order.
- 11. Makes technical and clarifying changes.

### Outcome of Legislation

SB1090 was signed by the Governor on May 9, 2003, Chapter 181 or 2003.

### SB1260 – Secretary of State; Statute Distribution

### Sponsors

Senators: Nelson, Hanson

Representative: Blendu

### Co-Sponsors

Senators: Anderson, Binder, Martin, Mead, Verschoor

Representative: Gray, L

### <u>Overview</u>

SB 1260 repeals the requirement that the Secretary of State provide copies of the Arizona Revised Statutes (A.R.S.) to each senator and representative in Congress from this state, as well as to each judge and the clerk of the United States District Court for the District of Arizona.

### Background

Currently, A.R.S. § 41-123 stipulates that the Secretary of State, immediately after publication of the A.R.S., provide copies of the statutes to each judge and the clerk of the United States District Court for the District of Arizona, as well as to the United States attorney and marshal for that district. Furthermore, the Secretary of State is required to provide a copy of the statutes to each senator and representative in Congress from this state. Lastly, the Secretary of State is mandated to sell to the director of the Arizona State library, archives, and public records for the purpose of exchange with other states, territories, and foreign countries. In repealing A.R.S. § 41-123, SB 1260 would remove all of the above requirements.

### **Provisions**

1. Repeals the requirement that the Secretary of State provide copies of the Arizona Revised Statutes to each senator and representative in Congress from this state, as well as to each judge and the clerk of the United States District Court for the District of Arizona.

### Outcome of Legislation

SB1260 was signed by the Governor on April 7, 2003, Chapter 51 of 2003.

SJR1001 – STATE HIGHWAY DESIGNATION / HJR2002 – STATE HIGHWAY DESIGNATION

### **Sponsors**

Senator: Jackson, Sr.

Representatives: Laughter, Jackson, Jr.

### Co-Sponsors

Representatives: Jackson, Jr. Burton-Cahill, Johnson, Nichols, Rosati

### Overview

### A Joint Resolution

Designating the portion of state highway 264 located between Tuba City and Window Rock that connects to Highway 264 that is designated as the "Navajo Code Talker Highway" in New Mexico as the "Navajo Code Talker Highway" in honor of the Navajo Code Talkers.

### Background

Whereas, on December 7, 1941, the Japanese Empire attacked Pearl Harbor and the United States Congress declared war the following day; and

Whereas, the military code developed by the United States for transmitting messages had been deciphered by the Japanese and a search was made by United States intelligence to develop new means to counter the enemy; and

Whereas, military commanders explored the possibility that the extreme complexity of Navajo might make it a valuable military code. Navajo, an unwritten language that has no alphabet or symbols, proved to be an undecipherable code since its syntax and tonal qualities, including its dialects, make it unintelligible to all except those who have had extensive training and exposure to it. Initial tests using the Navajo language as a code demonstrated that the Navajos could encode, transmit and decode a three-line English message in twenty seconds, a feat that took machines thirty minutes to accomplish; and

Whereas, the United States government called upon the Navajo Nation to support the military effort by recruiting and enlisting twenty-nine Navajo men to serve as Marine Corps radio operators in 1942. At the time, the Navajos often were treated as second-class citizens and they were generally discouraged from using their native language. The Navajo Marine Corps radio operators, who became known as the "Navajo Code Talkers", developed an unbreakable code using their native language to communicate military messages, and created a dictionary and numerous words for military terms that did not exist in Navajo. By 1945, the number of Navajo enlistees stood at approximately five hundred forty, with around four hundred of those serving as trained Code Talkers; and

Whereas, the Navajo language, discouraged in the past, was instrumental in developing the most significant and successful military code of the time. This remarkable code was used extensively throughout the Pacific theater during the war. At Iwo Jima alone, six Navajo Code Talkers worked around the clock, passing more than eight hundred error-free messages in a forty-eight hour period. Use of the Navajo Code was so successful that military commanders credited it with saving the lives of countless American soldiers and in the success of United States engagements in the battles of Guadalcanal, Tarawa, Saipan, Iwo Jima, Peleliu and Okinawa. Much to the enemy's frustration, they were never able to decipher the Navajo Code; and

Whereas, the Navajo Code was kept secret by the Department of Defense for twenty-three years after the end of World War II. Following the conclusion of World War II, the Department of Defense maintained the secrecy of the Navajo Code until it was declassified in 1968. Only then did the exceptional sacrifice and valor of these brave and resourceful Native Americans emerge from history. Their skill, speed and accuracy in using the unique Navajo Code remains a feat unparalleled in our nation's military endeavors and the Navajo Code Talkers are deserving of the highest praise; and

Whereas, the Navajo Code Talkers distinguished themselves in performing a unique, highly successful communications operation that greatly assisted in saving countless lives and hastened the end of World War II in the Pacific. The Navajo Code Talkers have performed an important service to the preservation of democracy, and they are deserving of continuing recognition for their efforts.

### **Provisions**

Be it resolved by the Legislature of the State of Arizona:

- 1. That, notwithstanding section 41-836, Arizona Revised Statutes, the portion of State Highway 264 located between Tuba City and Window Rock that connects to Highway 264 that is designated as the Navajo Code Talker Highway in New Mexico be designated as the "Navajo Code Talker Highway", except that the portion of the highway that runs through the Hopi Indian reservation shall not be designated as such.
- 2. That the Department of Transportation approve, place and maintain appropriate signage to identify the Navajo Code Talker Highway.
- 3. That the Secretary of State transmit copies of this Resolution to the Director of the Department of Transportation, the President of the Navajo Nation and the news media of Arizona.

### Outcome of Legislation

SJR1001 was first read in the Senate on January 29, 2003 and assigned to the Senate Natural Resources and Transportation Committee and Appropriations. The bill was held in the Natural Resources and Transportation Committee on February 4, 2003.

HJR2002 was first read in the House on February 13, 2003 and assigned to the Natural Resources, Agriculture, Water, and Native American Affairs Committee, Transportation Committee and Appropriations Committee, but it was not heard by any committee.

### HB2049 - State Agency Reports; Repeal

### **Sponsors**

Senator: Mitchell

Representative: Huppenthal

### Overview

HB 2049 repeals a series of agency reports while keeping other reports available on a request basis.

### Background

Currently, there are numerous statutory reports that must be completed by various state agencies. The law specifies that, in most cases, the Governor, Speaker of the House, and the President of the Senate must receive a copy of the report. In some cases, other chairmen or every member of the Legislature are required to receive a copy.

HB 2049 eliminates several of these reports; the programs will not be effected.

### **Provisions**

I. Repeals the following reports from the following state agencies:

### 1. AHCCCS

- Advisory Council on Indian Health Care Annual Report Discusses findings and recommendations. Currently located in ARS 36-2902.02.
- <u>KidsCare Annual Report</u> Provides information on the program, including financial information. *Currently located in ARS 36-2983 and ARS 36-2996.*

### 2. Courts

- One child Two Systems Dually Adjudicated Youth Provides recommendations regarding foster care statutes, policies and procedures. Currently located in ARS 8-515.04.
- AZ Court Appointed Special Advocate Program The Next Step Provides status of program and expenditures. Currently located in ARS 8-524.
- 3. Department of Economic Security
  - Healthy Families Arizona Program Community Service Report Discusses community service activities of participants in program. Currently located in ARS 8-701.

- <u>Family Advocacy Office</u> Discusses activities and recommendations.
   <u>Currently located in ARS 8-828.</u>
- New Hire Reporting Provides an evaluation of the employer reporting program. Currently located in ARS 41-1960.02.
- <u>Summer Jobs Program for Youth</u> Provides details on expenditures and results. *Currently located in ARS 41-1966.01*.
- Homeless Trust Fund Provides number of homeless assisted per county, including dollar amounts for each project. Currently located in ARS 41-2021.
- <u>Transitional Independent Living</u> Discusses distribution of federal monies received. Currently located in ARS 46-134.
- <u>Food Bank Assistance</u> Discusses amount of food bank assistance and number of persons receiving assistance. *Currently located in ARS 46-300.06.*
- <u>EXPERT System Report</u> Provides detail on all aspects of technology system, if a contract is entered into. *Currently located in Laws 1997, Chapter* 300, Section 65.
- Enhancement of Paternity Establishment through the Private Sector -Describes programs designed to enhance paternity establishment efforts. Currently located Laws 1997, Chapter 300, Section 77.

### 4. Department of Environmental Quality

- Annual report on Activities Discusses the activities, including the Waste Tire Program, finances, and scope of the department's operations. Currently located in ARS 49-104.
- Annual report on Violations and Enforcement Discusses permits or approvals, names of people who were subject to an enforcement action, a description of the number and nature of violations, and a summary of all administrative penalties assessed pursuant to enforcement of the federal safe drinking water act. Currently located in ARS 49-105.
- Water Quality Monitoring report Reports the results of monitoring waters of the state. Currently located in ARS 49-225.
- Water Quality Assurance Revolving Fund report Describes the accomplishments from the expenditures in the fund as it relates to the reduction of contamination in the environment. Currently located in ARS 49-282.

- Order of Abatement Violation report Discusses orders of abatement that include information about the sources and orders. Currently located in ARS 49-461.
- <u>Pollution Prevention Program report</u> Discusses issues regarding the encouragement of pollution prevention. *Currently located in ARS 49-966.*
- <u>Assurance Account Annual report</u> Discusses the assurance account of the underground storage tank revolving fund. *Currently located in ARS 49-1051*

### 5. Game and Fish Department

- <u>Publications Revolving Fund</u> Provides fund balance, date and amount of each expenditure, publications produced, selling price and quantity sold. Currently located in ARS 17-269.
- Off-highway vehicle Recreation Fund Discusses monies spent on law enforcement and employee services and the number of full time employees. Currently located in ARS 28-1176.

### 6. Department of Health Services

- Arizona Pioneers' Home Report of Annual Evaluation Discusses extent of compliance with applicable standards for nursing care institutions and recommendations. Currently located in ARS 36-402.
- <u>Suicide Prevention Program Annual Report</u> Provides a review of the literature on causes of suicides and data collection for factors relating to suicide. *Currently located in ARS 36-3415*.

### 7. Department of Insurance

- Motor Vehicle Liability Insurance Discusses profit or loss of liability insurance, and an analysis of level of competition among insurers. Currently located in ARS 20-154.01.
- <u>Fraud Unit Annual Report</u> Discusses number of cases investigated, referred or resulted in indictments and convictions and total money recovered in restitution. *Currently located in ARS 20-466.05.*
- <u>Triennial Report Regarding Accountable Health Plan Laws</u> Discusses effects on premium rates, plan availability and small employer health insurance marketplace. *Currently located in ARS 20-2319.*
- Health Care Appeals Annual Report Provides the number of requests for external independent review. Currently located in Laws 1997, Chapter 100, Section 21.

### 8. Department of Liquor Licenses and Control

• <u>Liquor Licenses and Control Annual Report</u> – Discusses department activities. *Currently located in ARS 4-117.* 

### 9. Lottery Department

- <u>Legislative Recommendations</u> Discusses immediate law changes needed.
   *Currently located in ARS 5-508.*
- <u>Tickets and Passes for Events</u> Discusses distribution of tickets for events. *Currently located in Laws 1997, first special session, Chapter 7, Section 62.*

### 10. Board of Medical Student Loans

 AZ Medical Student Loan Program Annual Report – Discusses loans granted, names and addresses of loan recipients and loan recipients who have become physicians. Currently located in ARS 15-1726.

### 11. Board of Pharmacy

 <u>Controlled Substances Act Changes</u> – Lists recommendations for statutory changes to drugs listed in statute as controlled substances. *Currently located* in ARS 36-2553.

### 12. Radiation Regulatory Agency

AZ Radiation Regulatory Agency Annual Report – No specific requirements in statute for contents of report. *Currently located in ARS 30-654.* 

### 13. Department of Revenue

- <u>Telecommunications Credits</u> Discusses the total amount of credit claimed each year. *Currently located in ARS 42-5016.*
- <u>Prevention of Double Taxation</u> Provides a progress of negotiations with other states regarding double taxation of non-Arizona residents with a residence in AZ. Currently located in Laws 1999, Chapter 250, Section 17.

### 14. Residential Utility Consumer Office (RUCO)

RUCO Annual Report – Lists activities and accomplishments. *Currently located in ARS 40-464.* 

### 15. Secretary of State

 Incorporation by reference – Requires an agency to file a copy a copy of incorporated matter with the secretary of state at the time the final rule, summary rule or emergency rule is filed. Currently located in ARS 41-1028.

### 16. State Land Department

Holistic Management Plans – Discusses the status of the plans if program is established. *Currently located in ARS 37-620.21.* 

### 17. Arizona State Parks Board

 Off-Highway Recreation Fund – Provides financial information including the number of full time employees employed for law enforcement (in State Parks Annual Report also). Currently located in ARS 28-1176, Section J.

### 18. Arizona Historical Society

- Names of Historic Organizations Discusses certified historical organizations. Currently located in ARS 41-821.
- II. Makes the following reports available on a request basis and requires the agency to place the information on the agency website:

### 1. Courts

Parent Assistance Hotline Utilization Report – Discusses utilization and types of calls. Currently located in ARS 8-808.

### 2. Department of Economic Security

- <u>Expedited Substance Abuse Treatment Fund</u> Provides statistical data on groups affected by the fund, including parents who get treatment. *Currently located in ARS 8-812.*
- <u>Family Support Annual Report</u> Evaluates the Family Support Program, with numerous statutorily required details. *Currently located in ARS 36-596.52.*
- Housing Assistance Program Provides statistics by district relating to families helped by the program and amount of money spent. Currently located in ARS 46-139.

### 3. Department of Environmental Quality

- <u>Aquifer Protection Permit report</u> Contains the fee schedule for permit applications as well as a list of the names of the facilities that have applied for said permits. *Currently located in ARS 49-241*.
- Aquifer pollution report —Discusses the levels of pollutants in aquifers in the state and the effects of regulation in general an best management practices in particular on controlling or reducing pollution in aquifers. Currently located in ARS 49-249.

### 4. Governor

 Regulatory Review Council – Discusses the activities of the council, including what agencies adopted rules as approved by the council. Currently located in ARS 41-1051. III. Changes the frequency of producing the following reports:

### 1. AHCCCS

 Annual Immunization Assessment – Creates a report stating the number and percentage of two-year old kids who received immunizations, including types of immunizations. This is currently an annual report and the bill provides for it to be produced every two years starting April 1, 2004. Currently located in ARS 36-2904.

### 2. Department of Education

 School Safety Survey Report – Summarizes the results of a random survey conducted by the department on school safety. This is currently an annual report and the bill mandates that beginning September 15, 2007, the report is to be produced every four years. Currently located in ARS 15-231.03.

### 3. Department of Transportation

- MVD Wait Times Provides the average wait times and transaction times. This is currently a quarterly report and the bill provides for it to become an annual report. Currently located in Laws 1997, first special session, Chapter 1, Section 11.
- Makes permissive the report originating in the Governor's Council on Spinal & Head Injuries, a report that provides recommendations regarding the problems of spinal and head injuries.
- Makes other technical and conforming changes.

### Outcome of Legislation

The bill was signed by the Governor on April 22, 2003, Chapter 104 of 2003.

### **HB2104 – Navajo Code Talkers Monument**

### Sponsors

Representatives: Laughter, Jackson, Jr.

### Overview

HB 2104 is an emergency measure to authorize the Navajo Code Talkers Monument in Wesley Bolin Plaza. The monument is subject to all procedures established for erecting a monument or memorial in Wesley Bolin Plaza.

### Background

A House Joint Resolution established Wesley Bolin Memorial Plaza on March 9, 1978. The plaza has several monuments including; the Workers memorial, the Vietnam Veteran's Memorial, the World War II Veteran's memorial and many others. The monument proposed would honor Navajo citizens who participated in World War II and created a radio code that could not be broken.

The procedures for constructing monuments in Wesley Bolin is outlined in section 41-1363, Arizona Revised Statutes, as follows:

- 1. The memorial must first be authorized by legislation.
- 2. Submit the design to the Department of Administration (DOA) for review.
- 3. After review, DOA offers recommendations to the Legislative Governmental Mall Commission (LGMC), including an estimate of DOA's ability to maintain the memorial.
- 4. The Historical Advisory Commission evaluates the historical integrity of the memorial. The plan may then receive final approval by LGMC.
- 5. Proponents must form a contract with DOA, which includes a list of the artists, contractors and subcontractors and verification that all employees are insured and that the state is not responsible for any liability.
- 6. The memorial must be completed and dedicated to the state within two years of the effective date of the legislation.
- 7. The proponents are solely responsible for all fund raising and establishment of contracts.

### Provisions

- 1. Authorizes the establishment of a monument to the Arizona Contingent of Navajo Code Talkers in Wesley Bolin Plaza.
- 2. Requires placement of the monument to be consistent with all procedures that apply to proposed monuments under consideration in Wesley Bolin Plaza, including approval by LGMC of design, placement, maintenance, historical integrity and construction contracts.
- 3. States that all fundraising and contracts for design and construction are the responsibility of the proponents.
- 4. Contains an emergency clause.
- 5. Includes a delayed repeal date of January 1, 2006.

### Outcome of Legislation

The bill was signed by the Governor on April 7, 2003, Chapter 26E of 2003.

### 2424 - Injuction; Name of Geographic Area

### **Sponsors**

Representatives: Jackson, Jr., Laughter, Straughhn, Loredo, Landrum-Taylor, Alvarez

### Co-Sponsors:

Representatives: Bradley, Gallardo, Meza, Bustamante, Lopes, Clark, McCune-Davis

Senators: Jackson, Sr., Mitchell

### <u>Overview</u>

This bill amend title 12, chapter 10, article 1, Arizona Revised Statutes, by adding Section 12-1811: Injunction for use of the word "squaw" in certain features, areas, sites or other publicly funded facilities

### **Provisions**

Be it enacted by the Legislature of the State of Arizona:

- Section 1. Title 12, chapter 10, article 1, Arizona Revised Statutes, is amended by adding section 12-1811, to read:
  - A. Notwithstanding any other law, an agency or political subdivision of this state shall not use the word "squaw" in the name of any geographic feature, landmark, historical site, park, recreation area, street, highway or other publicly funded facility.
  - B. Any person may apply for an injunction to prevent a violation of this section.

### Sec. 2. Implementation

On or before December 31, 2006, the appropriate overseeing agency or political subdivision of this state shall change the name of any geographic feature, landmark, historical site, park, recreation area, street, highway or other publicly funded facility containing the word "squaw" to another name that does not include this word. Notwithstanding section 12-1811, subsection B, Arizona Revised Statutes, as added by this act, no injunction may be issued relating to an existing use of the word "squaw" until after December 31, 2006.

### Outcome of Legislation

The bill was first read in the House on February 12, 2003 and assigned to the Natural Resources, Agriculture, Water, and Native American Affairs Committee, and the Public Institutions and Counties Committee, but was not heard by either committee.

### HB2531 – General Appropriations; 2003-2004 and 2004-2005

### <u>Sponsors</u>

Representatives: Flake, Graf, Farnsworth, Robson

### **Background**

HB 2531, the General Appropriations Act, appropriates monies from the state General Fund (GF) and other appropriated funds (OF) in FY 2004 and FY 2005 to fund maintenance and operations of all state agencies and the public schools.

### **Provisions**

Funds all budget units for FY 2004, except that agencies funded solely from other funds and GF supported agencies with annual budgets less than \$1 million are also funded for FY 2005.

Appropriates budget units in a lump sum format.

Requires all agencies except for the Department of Corrections and Department of Public Safety to absorb GF employer health insurance premium and retirement contribution rate increases, except that any monies triggered by increases in judicial collections may be used for rate increases. Other funds are appropriated at \$9.7 million and \$12.2 million for these programs respectively.

Eliminates GF support for the Governor's Office of Excellence in Government.

Provides funding for Library, Archives and Public Records (ASLPR) as follows:

- 1. Provides an agency budget of \$6,968,700 (\$6,552,400 GF and \$416,300 OF) in FY 2004.
- 2. Increases Records Services Fund support by \$87,000 for records management expenditures.
- 3. Reduces ASLPR GF support by \$250,000.

### Library, Archives and Public Records

FTE positions	112.8
Operating lump sum appropriation	\$ 6,220,300
Grants-in-aid	651,400

Statewide radio reading service for the blind 97,000

Total appropriation - library, archives and public records \$ 6,968,700\*

### Fund sources:

State general fund	\$ 6,552,400
Records services fund	416,300

### Performance measures:

Tour participants and program attendees	125,000
Number of volunteers hours	34,800
Outside funds raised (grants and donations)	\$ 1,300,000
Customer satisfaction rating (Scale 1-8)	7.0
Per cent of agency staff turnover	12
Administration as a per cent of total cost	4.0

### Outcome of Legislation

Line item veto-signed by the Governor on June 17, 2003, Chapter 262 of 2003.

### HJR2001 - Purple Heart Trail

### <u>Purpose</u>

Designates the Arizona portion of Interstate Highway 40 as the "Purple Heart Trail."

### Background

General George Washington established the Purple Heart medal on August 7, 1782, following the victory over the British at the battle of Yorktown. General Douglas MacArthur redesigned the medal in 1931 to include the profile and family crest of General Washington.

According to the Military Order of the Purple Heart (MOPH), the purpose of the Purple Heart Trail is to commemorate George Washington and General MacArthur, and to memorialize those service persons who have had the Purple Heart medal bestowed on them or their next of kin for wounds received in combat in defense of our nation.

Currently, Virginia, Maryland, North Carolina, and Maine have named portions of I-95 going through their states the Purple Heart Trail. H.J.R. 2001 would designate the portion of I-40 that goes through Arizona the "Purple Heart Trail." The MOPH foundation will provide funding for the signage and the maintenance of the signage identifying the Purple Heart Trail in Arizona.

Current statute (A.R.S. §41-836) prescribes a process for naming geographic features, roads, and trails and prohibits the changing of the names of these features without the changes being approved by the State Board on Geographic and Historic Names (Board). The Board is responsible for receiving and reviewing all applications pertaining to the naming, or name change of geographic and historical sites. According to the Board, this proposal has not been received for review.

There is no anticipated fiscal impact to the state general fund associated with this legislation. H.J.R. 2001 stipulates that funding for signage and maintenance thereof will be provided by the MOPH foundation.

### **Provisions**

- 1. Designates the Arizona portion of I-40 as the "Purple Heart Trail."
- 2. Requires the Arizona Department of Transportation (ADOT) to approve, place and maintain appropriate signage.
- 3. Requires the MOPH to donate the amount necessary for the cost of materials installation and maintenance of signage to the veteran's donation fund of the Arizona Department of Veteran's Services (DVS).

- 4. Requires DVS to transmit the funds to ADOT to meet the costs of the signage.
- 5. Stipulates that no state funds shall be used to upkeep or maintain the signage.
- 6. Instructs the Secretary of State to transmit copies of the resolution to the ADOT Director, chairman of the State Transportation Board, and the chairman of the Military Order of the Purple Heart.

### Amendments Adopted by Appropriations Committee

- 1 Requires the MOPH to reimburse ADOT for expenses relating to signage materials, installation and maintenance within 90 days of installation.
- 2. Clarifies that no state funds shall be used to upkeep or maintain the signage.

### Amendments Adopted by Committee of the Whole

Requires the MOPH to pay for material costs, installation and maintenance of Purple Heart Trail signage.

### Outcome of Legislation

House Joint Resolution 2001 was signed by the Governor May 12, 2003 designating the Arizona portion of Interstate Highway 40 as the "Purple Heart Trail.